

SWEET BRIAR COLLEGE



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GEORGETOWN

Sweet Briar College

STUDENTS' HANDBOOK



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# STUDENTS' HANDBOOK



SWEET BRIAR  
COLLEGE



1965 - 1966

BETTY BOOKER, *Editor*

CHARLOTTE MOORE, *Business Manager*

1965

CALENDAR

1966

## SEPTEMBER

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# CALENDAR FOR 1965-1966

## First Semester, 1965-1966

1965

September	22	Arrival of new students
September	22-25	Program for new students; registration
September	24	*Registration of former students
September	26	Return of former students by 7:30 p.m.
September	26	**Opening Convocation, 7:30 p.m.
September	27	Classes begin, 8:00 a.m.
October	20	**Founders' Day Convocation (No morning classes)
October	30	Parents' Day
November	24	Thanksgiving recess begins at 11:50 a.m.
November	28	Thanksgiving recess ends at 11:00 p.m.
December	3-4	Graduate Record Examinations (all Seniors)
December	17	Christmas vacation begins at 10:50 a.m.

1966

January	3	Christmas vacation ends at 10:30 p.m.
January	22	Classes end at 5:20 p.m.
January 26 - February	3	Mid-year examinations

## Second Semester, 1965-1966

February	6	Mid-year recess ends at 11:00 p.m.
February	7	Classes begin
February	17	**Freshman Honors Convocation (tentative)
April	1	Spring vacation begins at 10:50 a.m.
April	11	Spring vacation ends at 10:30 p.m.
May	2-6	Senior Comprehensive Examinations (tentative)
May	7	May Day
May	24	Classes end at 5:20 p.m.
May 26 - June	3	Final examinations
June	4	President's Garden Party
June	5	Baccalaureate Sermon — Fifty-seventh Annual Commencement

\*Only former students not in residence in Spring of 1965

\*\*Attendance Required

DEAR NEW STUDENT:

Welcome to Sweet Briar! We hope this letter and handbook will acquaint you somewhat with the significance of student government and the Honor System as they will pertain to you at Sweet Briar College.

Sweet Briar, like every other facet of life, gives you a good opportunity to make the very most of your experience here. You will find a challenge to participate, to contribute as you receive and to develop depth and breadth of experience.

Each student here is a member of the Student Government Association. A *community* acceptance of responsibility breeds high standards of individual honor and integrity, and we maintain these standards through our Honor System. This structure of Student Government functions solidly from an impetus and full cooperation, sincere interest and creative suggestions.

Student Government and the Honor System, then, are the core of living at Sweet Briar. The seed this core guards is the responsibility, both social and academic, which every student is expected to undertake in signing the Honor Pledge. All privileges entail a sense of this responsibility. It should be every student's obligation to understand, learn and respect the regulations of the College's Honor System.

We urge you to read through this handbook and to familiarize yourself with its contents so you will be able to ask any questions you may have in the Fall. We hope the way of life this book outlines will become as much a part of you as it is of every Sweet Briar student.

We look forward to meeting you in September.

LIN CAMPBELL

*President of Student Government*


VIRGINIA WILLIAMS

*Chairman of the Judicial Board*

# STUDENT GOVERNMENT ASSOCIATION



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### **The Student Petition (October 17, 1906)**

The students of Sweet Briar College, believing that there is dignity and honor in student government, desire individual and community responsibility for the conduct of students in matters not strictly academic.

We, therefore, petition the President and Faculty for legislative and executive control in certain matters. We ask:

- I. Right to control quiet and order in all places about the buildings and campus that are not under the immediate control of a member of the Faculty.
- II. Permission, with the advice and approval of the Faculty, to extend our power as occasion arises and we prove worthy to be vested with greater power and authority.
- III. Permission to make such additions to the above as we may feel are necessary, with the consent and approval of the President and Faculty.

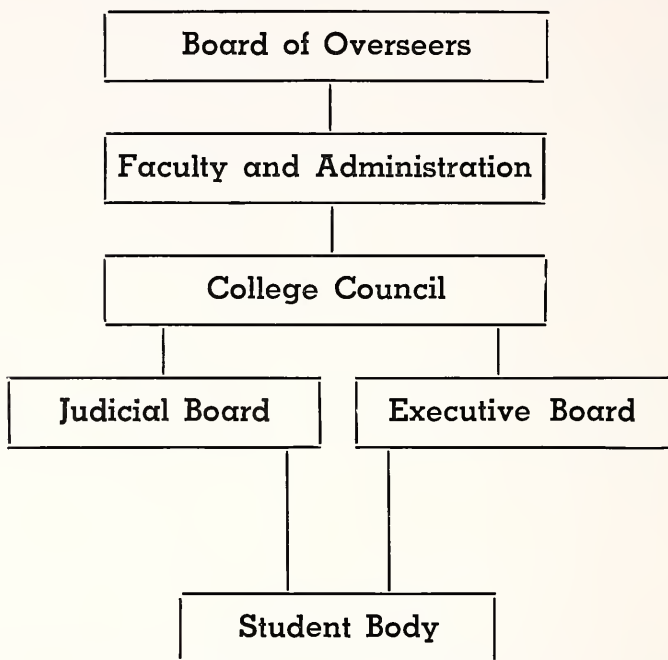
### **The Reply of the Faculty**

**(October 20, 1906)**

The Faculty of Sweet Briar College endorses most cordially the desire of the student body to assume responsibility for the conduct of individual students in non-academic matters. Therefore, the Faculty accords permission to frame a constitution embodying laws regulating the points specified in the petition—said constitution to be submitted to the Faculty for endorsement.

### **SPHERES OF AUTHORITY**

The concept of "spheres of authority" has been made the foundation of the Constitution of the Student Government Association because it was felt that control of community life falls naturally into three areas: that primarily of Student concern, that of joint Faculty-Student concern, and that primarily of Faculty concern. The drawing-up of the Constitution was a cooperative venture between the Students and the Faculty, and its adoption rested upon ratification by both groups. The Grant of Powers and the Constitution, By-Laws and Regulations reflect not only the tripartite concept but also the philosophy that



responsibility breeds a sense of responsibility. The goal of this endeavor is heightened cooperation between Students and Faculty in the interest of the College and its component parts.

I. In the *Student Sphere*, the organs of government are:

The Legislative Body, made up of the  
Association as a whole

The Executive Board

The Standing Committees

The Judicial Board

II. The authority entrusted to the *joint Faculty-Student Sphere* is exercised by the College Council, possessing both legislative and judicial jurisdiction. In its legislative capacity the College Council meets monthly whereas in its judicial capacity it meets only when

necessary. The faculty members of College Council shall be the President of the College, the Dean, the Assistant Dean, the Dean of Students, the College Physician, and five members elected annually by the Faculty.

III. In the *Faculty Sphere*, the Faculty shares with the Board of Overseers and with the administrative officers of the College the final responsibility for the academic and social welfare of the College. It provides the instruction given; through its Executive Committee and other standing committees, determines the content of the curriculum; and carries on the academic business of the College.

### Grant of Powers

A. The Faculty of Sweet Briar College, in response to the request of the Student Government Association and in accordance with the authority vested in it by the Board of Overseers, entrusts to the *Students* the power to revise and interpret in the following areas of regulation:

1. House Regulations
2. Extracurricular Activities
3. The Dress Regulations

The Faculty entrusts to the *College Council* the power to revise and interpret in the following areas of regulations listed below. All changes must be reported to the Student Government Association and to the faculty.

1. Campus Regulations
2. Non-Overnight Absences
3. Social Regulations
4. Smoking Regulations

The *Faculty* retains the power to revise and interpret in the following areas of regulation:

1. Overnight Absences
2. Motoring Regulations
3. Air Travel
4. Drinking Regulations
5. Rule governing Hazing
6. Rule governing Secret Organizations
7. Academic Rulings

The Faculty will whenever possible discuss such changes with the College Council in advance of decision.

B. The Faculty reserves the right to withdraw all or any part of the power granted if it finds that the power is being abused. Except in cases of emergency, thirty days' notice shall be given before such action shall become effective.

### **Acceptance of Powers**

We, the students of Sweet Briar College, understanding the responsibilities entrusted to us through this Grant of Powers, hereby accept the obligations and privileges which this provides.

### **Preamble**

Whereas we, the students of Sweet Briar College, individually and collectively desire to assume responsibility for the conduct of students in our college life, and

Whereas, we believe that such responsibility not only promotes loyalty to the best interest of the College but prepares the students to take their places in democratic society, and

Whereas, we believe that there is dignity and honor in student government,

We do hereby, in accordance with the grant of powers from the faculty and administration to the students, adopt the following Constitution and By-Laws.

## **CONSTITUTION OF THE STUDENT GOVERNMENT ASSOCIATION OF SWEET BRIAR COLLEGE**

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### **Article I—Name**

The name of the organization shall be the Student Government Association of Sweet Briar College.

### **Article II—Purpose**

The purpose of this organization shall be:

1. to support the formal educational program by emphasizing the intellectual life of the college

2. to strengthen the sense of individual responsibility implicit in the ideal underlying the foundation of Sweet Briar College, which is "to impart to students such an education in sound learning, and such physical, moral, and religious training as shall best fit them to be useful members of society"
3. to promote the highest standards of honor and integrity in all phases of college life
4. to stimulate an intelligent interest in college citizenship
5. to foster the individual and community interests of Sweet Briar students, and
6. to advance the spirit of loyalty to the College and its undertakings.

### **Article III—Membership**

All students at Sweet Briar College are members of the Association.

### **Article IV—Organization**

The Student Government Association shall exercise legislative, executive and judicial powers.

### **Article V—Legislative Powers**

#### **Section 1.**

**The Legislative powers of the Association shall be exercised by the Association as a whole.**

#### **Section 2.**

These powers shall be:

1. to make appropriations from the student activity funds
2. to conduct nominations and elections of Association officers
3. to ratify the rules and regulations lying exclusively within the student sphere, in accordance with the grant of powers from the Faculty and Administration
4. to propose and discuss rules and regulations.

#### **Section 3.**

All matters of a legislative nature which the Student Body or any portion thereof wishes to present to the Faculty shall be discussed by College Council prior to such presentation. If the Council disapproves of the proposal, the students may present this matter directly to the faculty.

## Article VI—Executive Powers

### Section 1.

The Executive Powers shall be exercised by the Executive Officers, the Executive Board, and the Standing Committees of the Association.

### Section 2.

The Executive officers shall be: the President, Vice-President, Secretary, Treasurer and the House President from each dormitory.

### Section 3.

A. The Executive Board shall consist of: the Executive Officers; the Presidents of the Senior, Sophomore and Freshman Classes; the Chairman of the Social Committee; the President of the Y. W. C. A.; the President of the Athletic Association; the campus Chairman of the National Student Association; and the President of the Junior Class during her service as temporary head of the Freshman Class.

B. The powers of the Executive Board shall be:

1. to implement the educational purpose of the association:
  - a. by **broadening** intellectual opportunities through educational projects sponsored directly or by the appropriate student organization:
  - b. by **channeling** questions about academic matters to the proper authority
2. to recommend revisions to the House regulations
3. to consider all petitions, appeals, petitions for recall of officers and proposals for amendments to the Constitution and By-Laws, and, at the discretion of the Board, to refer each to the proper authority
4. to approve by a two-thirds vote, the charter for all new clubs, organizations and publications
5. to explain to the students the meaning of Student Government Constitution and By-Laws
6. to administer the Constitution and By-Laws
7. to review the rules and regulations annually.

**Article VII—Judicial Powers****Section 1.**

**The Judicial Powers shall be exercised by the Judicial Board.**

**Section 2.**

The Judicial Officers shall be: The Judiciary Chairman of the Student Government Association, the Vice-Chairman, and the Secretary of the Judicial Board.

**Section 3.**

**A. The Judicial Board shall consist of: the Judiciary Chairman of the Student Government Association, three seniors, three juniors, three sophomores, and two freshmen. At its first meeting in the spring, the board shall elect a Vice Chairman and a secretary. Any member of the community may be invited to serve as a non-voting member in a particular case.**

**B. The powers of the Judicial Board shall be:**

1. to interpret the Honor System and Regulations to the members of the Association and Faculty
2. to authorize or to undertake investigation of cases involving:
  - a. breach of the Honor System
  - b. lack of responsibility with regard to regulations as Board members deem necessary
  - c. breach of good taste and good judgment
3. to try cases involving:
  - a. breach of the Honor System
  - b. lack of responsibility with regard to regulations as Board members deem necessary
  - c. breach of good taste and good judgment
4. to impose such penalties as it deems advisable
5. to refer any case to College Council; cases involving questioned academic honesty, suspension or expulsion must be referred to the Council
6. to consider cases of questioned academic honesty with the provision that:
  - a. the faculty member in whose course the case arose shall be consulted by the Judicial Board during its consideration of the case.
  - b. the final decision rests with College Council.



### **Article VIII—College Council**

#### **Section 1.**

The authority entrusted by the faculty to the joint Faculty-Student Sphere of authority is exercised by the College Council, possessing both legislative and judicial jurisdiction.

#### **Section 2.**

- A. The faculty members of the College Council are designated by the faculty.\* In case of questioned academic honesty, the faculty member in whose course the question arose shall attend the meetings of the College Council in an advisory capacity while the case is being considered.**
- B. When the College Council sits in its legislative capacity, the student members shall be the officers of the Executive Board, the Chairman of the Social Committee, the President of the Freshman Class, and the President of the Junior Class during her service as temporary head of the Freshman Class. When College Council sits in its judicial capacity, the student members shall be the members of the Judicial Board and the President of Student Government Association.**
- C. The President of the Student Government shall be Chairman of the Council.**

#### **Section 3.**

- A. The powers of College Council in its legislative capacity shall be:**
  - 1. to amend regulations lying within the joint Faculty-Student Sphere of authority
  - 2. to discuss topics of interest to the Community and offer recommendations to the Faculty or to the Student Body. It may call Community meetings for the discussion of such topics
  - 3. to receive all questions of interpretation of this Constitution, By-Laws, and Regulations and render final decision on these questions
  - 4. to interpret rulings of the Board of Overseers on student activities.
- B. The powers of College Council in its judicial capacity shall be:**
  - 1. to make final decisions in all cases except when it votes for a penalty of suspension or expulsion from the College. In such cases the Council shall make to the Administration a recommendation of suspension or expulsion

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\*The elected members of the College Council for 1965-1966 are Miss Blair, Miss Hoffecker, Mr. Kirby, Mr. Legler and Mrs. Van Treese.



2. to receive appeals from a decision of the Judicial Board. Such appeals may be made either directly by the student penalized, or by the Association upon a majority vote, or by any two members of the College Council. After judicial review, the Council may impose a substitute penalty which shall be final in all cases not involving suspension or expulsion.
- C. The Council must reconsider a decision made by it on all legislative and judicial matters if such reconsideration is requested by a majority vote of the Faculty or the Student Body.

### Article IX—Parliamentary Authority

The rules contained in *Robert's Rules of Order, Revised* shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with the Constitution and By-Laws. Anne Mercer is the Parliamentarian.

#### I. Main Motions

- A. A motion is a proposition that something be done or that the assembly voice a group opinion. There are motions:
  1. to take action
  2. to make resolutions
  3. to express opinion
  4. to outline policies
- B. The speaker rises at the call for unfinished or new business and states the motion: "I move that . . ." and the motion is seconded. The Chairman states the motion and calls for discussion (subsidiary motions are made now), then calls for the affirmative, then negative, vote.

#### II. Subsidiary Motions

- A. Below are subsidiary motions:
  1. to make an indefinite postponement kills the motion, "I move that we postpone the motion indefinitely."
  2. to make a primary amendment, which must be seconded, modifies the main motion. In the following, debate is limited:
    - a. to add a word or phrase to the end of the sentence, "I move to amend the motion to read . . ."
    - b. to insert a word or phrase within the motion (say the same as a.)
    - c. to strike out a word or phrase (say the same as a.)
    - d. to strike out and insert a word or phrase (say the same as a.)
    - e. to substitute a sentence entirely (say the same as a.)

3. extend or limit debate in time and number of speakers, "I move we limit debate to . . ."
4. to move the previous question which closes debate and brings a vote on the immediately pending motion, "I move the previous question."
5. to ask a question (no recognition necessary), "Point of order."
6. to ask a question about the matter on the board, "Point of information."
7. to ask a procedural question or parliamentary inquiry (no recognition necessary), "I rise to a parliamentary inquiry."
8. to disagree with the chair's decision, "I appeal the decision of the chair."
9. to lay a question aside temporarily in order to attend to more urgent business, "I move the question be laid on the table."
10. to register a complaint of discomfort concerning noise, heat, cold, etc. (no recognition necessary), "Privilege!"

In all cases the last amendment voted on first, then next to the last, etc., then the main motion.

### **Article X—Amendments**

#### **Section 1.**

Amendments may be proposed by any Board, Council or Committee of the Association, by a member at any meeting of the Executive Board or of the Association, or by a Special Committee appointed by the President.

#### **Section 2. Procedure:**

- A. All proposals shall be studied by the Executive Board. They shall then be referred, with recommendations, to the College Council at least forty-eight hours prior to the vote of the Council.
- B. The College Council may make amendments to the proposal. If the College Council, by a two-thirds vote, approves the proposal as amended it shall be communicated to the members of the Association forty-eight hours in advance of the next meeting of the Association.
- C. Final adoption of an amendment requires a two-thirds vote of the members of the Association and approval of the Faculty.

**BY-LAWS OF THE STUDENT GOVERNMENT  
ASSOCIATION OF SWEET BRIAR COLLEGE**

**Section I—Honor Pledge**

At the beginning of each year, after passing the Student Government test, every student is expected to sign the pledge, indicating her willingness and determination to adhere to the principles of the Association. (For wording of the pledge, see page 34).

**Section II—Meetings of the Association**

- A. The association shall hold regular monthly meetings on the first Wednesday of each month.**
- B. Students are required to attend Student Government meetings. If a student is unable to attend she is required to see her house president before the meeting.**

**Section III—Executive Branch**

**A. Duties of Executive Officers.**

- 1. The President shall:
  - a. call and preside at the meetings of the Association, of the Executive Board, and of the College Council
  - b. represent the students either personally or through her representatives when the need arises
  - c. appoint special committees when necessary
  - d. perform the duties which pertain to the office of president
  - e. make an annual report to the Association in the April meeting.
- 2. The Vice-President shall:
  - a. perform the duties of President in the absence of the President
  - b. administer the regulations governing participation in extra-curricular activities
  - c. serve as chairman of the Inter-Club Committee.

## 3. The Secretary shall:

- a. record the proceedings of all meetings of the Association, of the Executive Board, and of the College Council, when acting in an executive capacity, keep a permanent record of the same, and file a copy of the College Council minutes with the Dean and a copy with the Dean of Students
- b. send to the Secretary of the Faculty a copy of the amendments to the By-Laws adopted by the Association
- c. keep a list of officers, committees, boards or other bodies appointed by the Association or its officers, and file a copy with the President, and the Dean of the College and the Dean of Students
- d. attend to all correspondence of the Association
- e. perform all other duties pertaining to the office of secretary of the Association.

## 4. The Treasurer shall:

- a. serve as Chairman of the Finance Committee and in this capacity collect the Student Activities fees
- b. keep a record of all money of the Association and expend the same according to the direction of the Executive Board of the Association
- c. make interim reports of the finances at the request of the President of the Association or the Executive Board
- d. at the last regular meeting of the year, render to the Association a complete report of the year's work
- e. open the accounts of the Association for inspection upon request of any member of the Association or the President of the College or her deputy.

## 5. Each House President shall:

- a. exercise a general supervision over her dormitory
- b. be responsible for her house book.

## B. Meetings of the Executive Board:

The Executive Board shall meet once every week. Additional meetings may be called by the President.

**C. Standing Committees.****1. Inter-Club Committee.**

- a. The Inter-Club Committee shall consist of: all Club presidents; the heads of Orientation, Campus Chest, Student Development Fund, Vocational Guidance Committee; Editors of the Sweet Briar News, the Brambler, the Briar Patch, and the Handbook; the chairman of NSA, and the president of the Y. W. C. A., ex officio; and the Vice-President of the Student Government, who shall serve as Chairman of the committee.
- b. Its powers and duties shall be:
  1. to act as a general coordinating body for club activities
  2. to recommend to the Executive Board the approval or disapproval of any proposed club, other organizations or publications
  3. to keep on file the Constitutions and memberships of all organizations, clubs, and publications
  4. to recommend to the Executive Board the surveillance of an established club for a period of one year if the validity of the club is questioned\*
  5. to evaluate the activities of each club.
- c. The Chairman shall call meetings of the Committee. Members of the community may request that a meeting be called for discussion of general questions pertaining to extracurricular activities.

**2. Nominating Committee:**

- a. The Nominating Committee shall consist of: the Executive Board and the President of the Junior class. Other officers of the four classes may be invited for consultation
- b. It shall be the duty of the Nominating Committee to nominate the officers of the Association for the ensuing year in accordance with Section VII, A and B.

\*If the Student Government Association votes to put a club on a probationary surveillance for one year, that club's validity will be voted on after the year's period. If the Student Government Association votes against the club's validity at this time, the club will be removed.

## 3. Social Committee

- a. The Social Committee shall consist of: a Chairman, eight seniors, eight juniors, eight sophomores, and after the first semester, three freshmen to be elected by each class. The Chairman shall be elected by the Association. The girl with the highest number of votes shall be the classes's Social Chairman.
- b. Its powers and duties shall be:
  1. to help maintain the standards of social life recognized by Sweet Briar College
  2. to act as hostesses
  3. to cooperate with the Dean of Students and Executive Board in the administration of social regulations
  4. to sponsor school functions except for May Day.

## 4. Finance Committee

- a. The Finance Committee shall consist of the Treasurer of the Student Government who shall serve as chairman, the Treasurer and Assistant Treasurer of the college, and the Treasurers of all clubs and organizations which receive money from the Student Activities Fund.
- b. Its powers and duties shall be:
  1. to draw up an annual budget for adoption by the Association
  2. to administer the Student Activities Fund\* in accordance with the budget adopted by the Association
  3. to decide any financial appeal of an organization or of any individual which had been referred to the committee
  4. to discharge the treasurer of a student organization for mismanagement of funds. The decision of whether or not funds have been mismanaged will rest with the Finance Committee, the Assistant Treasurer of the College, and the sponsor of the organization. In case of discharge a new treasurer will be elected
  5. to require that the accounts of every campus organization be audited three times a year as specified by the committee.

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\*See General College Rules and Information, Student Activities Fund, Page 70.

- c. The Finance Committee shall meet in October and at other times at the discretion of the chairman.
- 5. National Student Association Committee.
  - a. The National Student Association shall be represented on campus by a Chairman elected by the Student Government Association. She may appoint a committee to aid her.
  - b. The Chairman shall:
    - 1. represent the college at regional and national NSA conferences
    - 2. represent the association on campus.
- 6. Orientation

The Orientation Committee, composed mostly of Sophomores and Juniors, works throughout the year to help new students feel a part of Sweet Briar. Letters are written to new students in the summer, and committee members return early for Orientation classes before welcoming the new students. The first few weeks of college the Committee is especially active in acquainting new students with the intellectual as well as other phases of Sweet Briar life. During the year informal gatherings are held at various times to give the new students additional opportunities to meet upperclassmen and faculty.

### Section IV—Judicial Branch

#### A. Duties of Judicial Officers.

- 1. The Judicial Chairman of the Student Government Association shall:
  - a. conduct meetings of the Judicial Board
  - b. interpret to students, faculty, and College Council the underlying philosophy of the Honor System and Regulations and the policy of the Judicial Board
  - c. to discuss with the Dean of Students all cases coming to the Judicial Board prior to and/or during their consideration by the Board.
  - d. personally explain decisions of the Board to those concerned
  - e. keep herself informed about the Judicial records.
- 2. The Vice Chairman of the Judicial Board shall perform the duties of the chairman in the absence of the Chairman.



## 3. The Secretary of the Judicial Board shall:

- a. record the proceedings of all meetings of the Judicial Board and of College Council acting in a judicial capacity, keep a permanent record of the same, and file copies of the same with the Dean and with the Dean of Students
- b. draw up a report of all cases brought before the Board, regardless of whether or not penalty is given, and post the same on the Student Government bulletin board for a week following the report
- c. write a resume of any case which is to be brought before College Council in its judicial capacity and take it prior to the meeting to the Dean for the use of the members of College Council.

## B. Meetings.

The Judicial Board shall meet at the discretion of the Chairman.

## C. Penalties.

## 1. Penalties which may be imposed by the Judicial Board are:

## a. Withdrawal of Privileges.

1. Dating
2. Pink Slip (overnight absences)
3. House book
4. Library (for breach of Library regulations).

## b. Probation

When placed upon probation, a student must pledge before the Judicial Board that henceforth she will be especially scrupulous in all matters of honor and in keeping all regulations, with the understanding that any future infringement will be more serious for her than for other students. The acceptance of probation shall be entered in the Chairman's book and the Secretary's book. A student shall accept probation in the form, "I (name given) because (cause given) accept probation and pledge myself to be especially scrupulous in all matters of honor and in keeping all regulations. I understand that any infringement will be more serious for me than for other students."

## c. Suspension of Pledge

Suspension of pledge involves the loss of all privileges granted to Sweet Briar students through the Honor System



and Student Government Regulations. The pledge may be suspended for varying lengths of time, but in any case its purpose is to bring a girl who has broken her pledge to the realization of the responsibility which she must assume when she signs the pledge. If a student does not live up to her responsibility as defined in the pledge, she is not justly entitled to the privileges granted to Sweet Briar students through the Honor System and Student Government Regulations. At the end of her suspension of pledge, a student is given the opportunity to re-sign her pledge.

- d. Any other which the Judicial Board deems appropriate to the particular case.
2. Suspension or expulsion shall be regulated according to the provisions in the Constitution, Article VIII, 3B, 1
3. A penalized student may ask for reconsideration of her penalty by the Judicial Board or may appeal to College Council for re-examination of her case.

### **Section V—College Council**

- A. Meetings of College Council shall be called by the Chairman. She must call a meeting upon the request of the Judicial Chairman or of a majority of the members of the Council.
- B. A quorum shall consist of over one-half of the student members and over one-half of the non-student members.
- C. Voting:
  1. All procedural matters shall be decided by a majority vote.
  2. Substantive action by the Council requires an affirmative vote of two-third of the votes cast.
  3. Voting shall be by secret ballot upon request of any member. In judicial cases involving suspension or expulsion a secret ballot is required.
  4. If the Council, after considering every possible solution open to it, is unable to reach an affirmative vote of two-thirds votes cast in a judicial case, it shall refer the matter to the Faculty for decision on the procedure to be used in final settlement of the case.

**Section VI—Eligibility For Office**

- A. A student who is under a major penalty imposed by the regular authorities of the Association may not hold office in the Association. For eligibility requirements regarding academic work and health see regulations concerning extracurricular activities, Handbook, page 71.
- B. The standards for retention of office are the same as those for eligibility.
- C. The President and Vice-President of the Association, the Judiciary Chairman of the Association and the Chairman of the Social Committee shall be of the Senior Class. The Chairman of the Student Development Committee, the Campus Chest Committee, the President of the YWCA, and the President of the Athletic Association shall be either a Junior or Senior. The Secretary and the Treasurer of the Student Government Association shall be a Junior and the Chairman of the National Student Association shall be of the Junior or the Senior Class, and there shall be two senior, three junior and two sophomore house presidents.
- D. A member of the Student Government Association may serve only once on the Executive Board and once on the Judicial Board prior to her Senior year. A student who serves on the Executive Board or on the Judicial Board her Freshman year shall not be eligible for membership in the other body until her Junior year. A Sophomore member of the Executive Board or Judicial Board may not serve on the other body until her Senior year when she may serve on either board.

**Section VII—Elections**

- A. Officers of the Association and the elected chairmen of the Standing Committees shall be nominated by the Nominating Committee. Chairmen of the Campus Chest Committee, Student Development Fund Committee, and the presidents of the Athletic Association and of the Y. W. C. A. shall be nominated by their respective committees, subject to the approval of the Executive Board. These nominations for the ensuing year shall be made early in the second semester. Further nominations may be made by a petition with

a minimum of 25 signatures to be submitted to the Vice-President of the Student Government Association.

- B. In the second semester, after eligibility has been determined, the nominations for the three groups listed below shall be posted for one week prior to the elections which shall be conducted by the Student Government Association.

#### GROUP ONE

President of Student Government, Judiciary Chairman of Student Government

#### GROUP TWO

Executive officers of Student Government (Vice-President, Secretary, and Treasurer of Student Government, House Presidents), Judicial Board members, Chairman of the Social Committee, President of the Y. W. C. A., Chairman of Orientation, Editor of THE SWEET BRIAR NEWS; Chairman of the National Student Association, President of the Athletic Association, and Class Presidents.

#### GROUP THREE

Chairman of the Student Development Fund; the Chairman of Campus Chest; HANDBOOK and BRIAR PATCH editors Other officers will be elected after Group Three by their respective organizations

- C. The Student Government Association shall use the Transfer System
1. The ballot which follows is a sample to clarify the transfer system of voting. It is for the election of three Junior House Presidents. As three girls must win, each voter has three first-place choices, three second-place choices three third- and fourth-place choices etc. In the event that the voter has voted on less than the allowed number, only one first-place choice, two third-place choices etc; she may vote accordingly but she may *not* vote for more than three for each place.
  2. This system avoids having a person elected solely by second-place votes. The people with the highest number of first-place votes are the only ones considered for the elected post unless there is no clear majority. In the latter case, those persons in the vie for first place have the second, third, etc., votes counted until a majority is established. No one else's second place votes are counted.

## 3. Sample ballot:

Nancy Shaw	1
Patty Burks	2
Jane Jenson	4
Kitty Kelly	3
Piper Pickerall	1
Allison Allen	3
Penny Cash	2
Beth Barth	2

D. Newly elected officers assume their duties after Spring Vacation.

E. If a vacancy occurs in any office of the Association, the President shall ask the person who ranked next on the transfer ballot in the last election to fill the office. Temporary vacancies shall be filled by appointment of the Executive Board.

**Section VIII—Amendments to By-Laws**

By-laws may be amended by a two-thirds majority of a student vote after consultation on the part of the President of the Student Government Association with the Dean of Students, and after approval by College Council in cases where such action is recommended by the Dean's staff.

## EXECUTIVE BRANCH OFFICERS

<i>President</i> .....	LIN CAMPBELL
<i>Vice-President</i> .....	PEARL RIGGAN
<i>Secretary</i> .....	MARGARET WILLIAMS
<i>Treasurer</i> .....	SALLY TWEDELL

## House Presidents

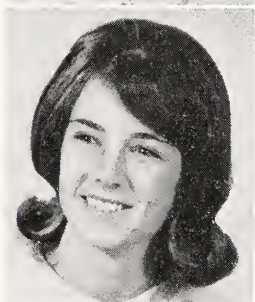
<i>Carson</i> .....	MARION MACRAE
<i>Dew</i> .....	NANCY CONKLE
<i>Grammer</i> .....	KATE CONDAX
<i>Gray</i> .....	MARGO LANGENBERG
<i>Manson</i> .....	MELISSA SANDERS
<i>Meta Glass</i> .....	FRANCES KIRVEN
<i>Randolph</i> .....	PATTY THORNHILL
<i>Reid</i> .....	BETH GAWTHROP

<i>Chairman of Social Committee</i> .....	JODY MOORE
<i>President Y. W. C. A.</i> .....	PEGGY PITTMAN
<i>President of Athletic Association</i> .....	LAURIE ROGERS
<i>President Sophomore Class</i> .....	ANN PETERSON
<i>President Freshman Class</i> .....	TO BE ELECTED
<i>(Pro-tem)</i> .....	MARY BELL
<i>Head of Orientation</i> .....	MARGARET MAPP
<i>(ex-officio)</i>	
<i>National Student Association, Coordinator</i> .....	RAB WILLIS
<i>Editor of Sweet Briar News</i> .....	KEENAN COLTON
<i>(ex-officio)</i>	

## JUDICIAL BOARD MEMBERS

<i>Judiciary Chairman of Student Government</i> .....	VIRGINIA WILLIAMS
<i>Vice-Chairman</i> .....	CORKY STEVENSON
<i>Secretary</i> .....	HALLAM HURT
<i>Senior Representatives</i> .....	{ TIA CAMPBELL
	{ MARGUERITE MCKEE
	{ CORKY STEVENSON
<i>Junior Representatives</i> .....	{ JUDY HASKELL
	{ HALLAM HURT
	{ RUTHIE MARSHALL
<i>Sophomore Representatives</i> .....	{ TRINA JENSEN
	{ CAMILLA REID
	{ BARRIE TRIMINGHAM

## EXECUTIVE BRANCH OFFICERS



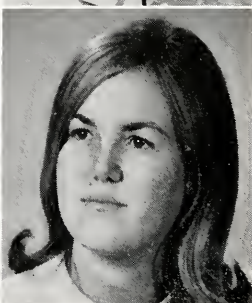
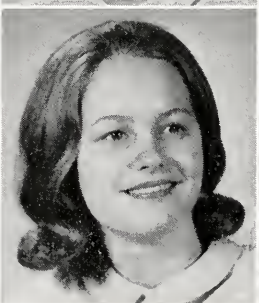
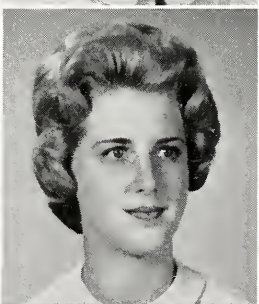
*Top center, Lin Campbell; first row, left to right, Pearl Riggan, Margaret Williams, Sally Twedell; second row, Marion MacRae, Kate Condux, Nancy Conkle; third row, Frances Kirven, Melissa Sanders, Margo Langenberg.*





*Top center, Beth Gawthrop; first row, left to right, Patty Thornhill, Jody Moore, Peggy Pittman; second row, Laurie Rogers, Ann Peterson, Mary Bell; third row, Margaret Mapp, Kenan Colton, Rab Willis.*

## JUDICIAL BOARD MEMBERS



*Top center, Virginia Williams; first row, left to right, Corky Stevenson, Hallam Hurt, Tia Campbell; second row, Marguerite McKee, Judy Haskell, Ruthie Marshall; third row, Trina Jensen, Camilla Reid, Barrie Trimmingham.*



## THE HONOR SYSTEM



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**STUDENT LIVING AT SWEET BRIAR COLLEGE**

Sweet Briar citizenship requires that the student govern her behavior according to the requisites for cooperative living. Realizing that there are certain standards by which our society, both on and off the campus, is governed, the student is under an obligation to uphold them.

Citizenship at Sweet Briar is based primarily on the two following principles:

1. To cover the general standards of society which each student is expected to understand and respect, we rely on a sense of honor.
2. To support the regulations limiting and organizing our life while at Sweet Briar, we expect a student to see that the college community is run smoothly and efficiently, keeping in mind the safety of the students, the convenience of the community as a whole, and the maintenance of the high level of integrity. These standards involve individual responsibility for one's obligations as a citizen of Sweet Briar.

**SWEET BRIAR STUDENTS ARE EXPECTED AT ALL TIMES TO EXERCISE GOOD TASTE AND GOOD JUDGMENT IN THEIR CONDUCT. ANY FAILURE TO DO SO WILL BE TREATED BY THE STUDENT GOVERNMENT ASSOCIATION AS AN OFFENSE.**

The Honor System is based upon:

1. Integrity of one's word
2. Respect for the property of others
3. Honesty in academic work (including preparation of classroom work, papers, laboratory work and notebooks, tests, and examinations).

In order to avoid external controls as much as possible we depend upon certain means of self-enforced discipline.

1. The student must record\* and report\* herself for her infractions of the Sweet Briar regulations. If there is cause to think that specific

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\*The following infractions are recording offenses. All other infractions must be reported.

1. Signing in under ten minutes late (at Sweet Briar and not on a late permission)
2. Forgetting to sign out or to sign in
3. Leaving Charlottesville or Lexington after specified time

infractions are occurring, judicial representatives, in accordance with judicial procedures, have the power to ascertain whether or not this is true.

2. The student is first of all responsible for her own behavior. If she witnesses a breach of the regulations or of good conduct, she is *honor bound, by signing the Pledge, to ask the offender to report herself*. If the offender fails to report herself, it is within another student's power to report to the proper Student Government officer. Signing the Pledge does not commit a student to report an offender, but it *does commit her to ask the offender to report herself*.
3. Certain rules concerning smoking and drinking were made for the safety of students and with the welfare and atmosphere of the campus in mind. A breach of these rules will be treated with the utmost severity (e.g., suspension or expulsion).

### THE HONOR PLEDGE

The Sweet Briar Honor Pledge is to be signed without reservation. When a student signs the Pledge, she automatically gives up the right of private judgment as to which of the rules she will uphold. By signing the Pledge, she promises to strive to uphold *each one* of the Sweet Briar Regulations, realizing that each is important to her safety, to the community as a whole, or to the ideals of the college.

**I PLEDGE THAT I WILL GUARANTEE THE VALIDITY OF MY WORD, MAINTAIN ABSOLUTE HONESTY IN MY WORK, AND RESPECT THE PROPERTY OF OTHERS. REALIZING THAT THESE STANDARDS ARE AN INTEGRAL PART OF LIFE AT SWEET BRIAR, I HEREBY ASSUME MY OBLIGATION TO UPHOLD THEM AND TO ABIDE BY THE REGULATIONS OF THE COLLEGE. I WILL REPORT MYSELF AND ASK OTHERS TO REPORT THEMSELVES FOR ANY INFRACTION OF THIS PLEDGE.**

A student is expected to sign this pledge upon passing the handbook test each year that she is at Sweet Briar. If she has any questions or objections to regulations she is encouraged to consult with an officer of the Student Government Association *before* signing her pledge. (Handbook classes are held for the purpose of clearing up just such questions in the minds of incoming students.)

The student will find the most freedom within the campus society if she is in accord with its standards of procedure and behavior. Whether or not these regulations are consonant with those she has experienced before entering college, by signing the pledge she makes herself responsible for regulating her behavior within the limits set until they have been changed through orderly processes. The student must realize that many regulations are for her own safety. Others, not necessary for individual living, are vital when many people are living together. Successful student government is a challenge to accept the responsibilities of citizenship, and to foster active concern for the spirit of the college.

Upperclassmen, who have experienced the benefits of student government, have a special responsibility for seeing that its standards are met both by their example and by their advice to others.

## **THE HONOR REGULATIONS**

### **I. ACADEMIC REGULATIONS**

THE VALIDITY OF THE SWEET BRIAR DEGREE DEPENDS UPON THE INTEGRITY OF THE WORK WHICH IT REPRESENTS. Therefore principles of academic honesty are an essential part of the Sweet Briar Honor System. In accordance with these principles the following regulations have been established:

#### **Examinations and tests**

- A. All tests and examinations are given under the Honor System. The student's signature signifies that the information given is her own on a test or paper. It is regarded as a guarantee of honest work.
- B. It is suggested that only those materials needed for the examination be brought into the examination room. For their own protection students are advised not to bring notebooks into classrooms where tests and examinations are to be held.

#### **Papers**

Students shall give due and appropriate acknowledgment of the work of others when that work is incorporated into the writing of their own papers. Any form of plagiarism violates the integrity of the student's work. In cases of doubt, students should ask instructors; and instructors are requested to be definite and explicit in explaining the proper procedure for the work involved.

- A. Quotations must be clearly marked and sources of information or of ideas or opinions not your own must be indicated clearly in all written work. This applies to paraphrased ideas as well as direct quotations.
- B. Unless otherwise directed, every student working in a laboratory is expected to make all necessary measurements, drawings, etc., from her own independent observations of the material provided.

### **Instructor's Procedure Upon Infraction**

- A. If an instructor observes a possible breach of academic honor he should promptly confer with the student involved.
  - 1. Unless convinced that no such breach has occurred, the instructor should urge the student to report the affair to the Judiciary Chairman of the Student Government Association.
  - 2. If the student neglects to do so promptly, the instructor should so report the case himself.
- B. When consulted by a student concerning suspicious work which she has observed, the instructor should advise the student to discuss the case with the Judiciary Chairman.
- C. If an instructor is in doubt about the best procedure in a given case, he should consult the Dean or the President of the college.

**Expulsion, suspension, and, in the case of academic matters, suspension of pledge shall be recorded on the student's permanent record. In either of the latter two cases the record of the penalty shall be expunged upon the granting of a Sweet Briar degree.**

## **II. LIBRARY REGULATIONS**

- A. All library material must be signed for at the desk before being taken from the building.
- B. Reserve books must be replaced on the proper shelves and may not be removed from the library until the time designated.
- C. Disregard of library regulations concerning reserve books and periodicals is a Student Government offense. (You are especially reminded that the removal of any library book under any circum-

stances not included under library regulations shall be considered as a serious breach of honor.)

NOTE:

- D. All library regulations apply also to the departmental libraries in the Fine Arts Center, Benedict, and the Science Building.
- E. For further information about library conduct see section on the Mary Helen Cochran Library.

### III. DRINKING REGULATIONS

- A. There shall be NO DRINKING at Sweet Briar College either by students or by their guests.
- B. Students may NOT have alcoholic beverages IN THEIR POSSESSION ON CAMPUS. This includes keeping such beverages in registered student cars.

NOTE: *Although the Association does not undertake to give legal advice, it wishes to call the attention of everyone to the Virginia State Law concerning alcoholic beverages. According to this law, it is a misdemeanor (1) for any holder of a license to sell any alcoholic beverages to any person who is less than twenty-one years of age, (2) for any person under twenty-one years to falsely represent his age to be twenty-one or older in order to purchase alcoholic beverages and (3) for any person to purchase alcoholic beverages for another person who he has reason to know is under twenty-one years of age. Beer with an alcoholic content of 3.2 may be sold to those 18 years of age or older. Students while residents in Virginia are expected to conform to this and all other laws of the state.*

### IV. FIRE PREVENTION

- A. No fire may be made in any room.
- B. No candles may be used in the dormitory rooms. Permission to use candles in the parlors or common rooms must be obtained from the Assistant to the President of the College, and any question of fire prevention should be referred to him.
- C. Nobody may sit on fire escapes; nothing may be placed on the fire escapes or ladders.
- D. A false ringing of the fire alarm is an extremely serious offense and will be treated accordingly.



## E. Smoking is permitted only in the following places:

1. The Dells; the area between Dew and the Gymnasium is not a Dell.
2. The roads leading off the immediate campus except the road to the gate. These include the main road to the lake and Elijah Road beyond the fork.
3. The arcades in the residential quadrangle (the ground level passageway from Randolph to the new Post Office entrance is a NON-SMOKING area).
4. Dormitory smoking rooms at any time (Exception: Emily Bowen and Amherst County Rooms which are closed at 1 a.m.)
5. Dew, Gray, Randolph, Grammer, Reid and Meta Glass parlors only with guests or during official meetings.
6. The main lobby of the Meta Glass Dormitory.
7. The refectories at dinner on Friday and Saturday nights, Sunday noons, and late Sunday breakfast.
8. On the upper level of the Boathouse in a party registered with the Head of Lake and on the lawn near the boathouse.
9. In faculty and staff offices only when a faculty or staff member is present and gives permission.
10. Outside the Gymnasium during intermissions of special college events.
11. In Babcock lobby (except prior to College events in the Auditorium); in Babcock Smoking Lounge.
12. In cars on campus.
13. The Date House.
14. In A. A. room during meetings and special college functions.
15. On the patio outside of the Emily Bowen Room, the Date House patio and the patio beside Boxwood Inn (when the Inn is open).
16. On the sundeck of Meta Glass.

**V. ABSENCES FROM CAMPUS****IT IS A STUDENT GOVERNMENT OFFENSE FOR ANY  
STUDENT TO SIGN IN FOR ANOTHER STUDENT.**

## A. Non-overnight absences

1. Without late permission



- a. Signing out: on housebook
    1. No student may leave before 6 a. m.
    2. Another student may sign out for you if you have forgotten to do so. Upon returning to the college you must record yourself.
    3. All on-campus dates\* must be registered (including the hour of his arrival and the hour of his departure). Entertaining a young man for a period of over thirty minutes is considered a date.
  - b. Signing in: on housebook (**date must leave before a student signs in**)
    1. All students must sign in on **housebook**
      - a. Monday-Thursday: 10:30 p.m.
      - b. Friday: 12:00 midnight
      - c. Saturday: 1:00 a.m.
      - d. Sunday: 11:00 p.m.
    2. Enforcement
      - a. Self recording for lateness under 10 minutes
      - b. Self reporting for lateness over 10 minutes
2. With late permission
- a. Signing out: on housebook and green sheet
    1. **It is a Student Government offense to sign out for a late for another student**
    2. Lates will not be given over the phone
    3. Lates are not to be signed out for after the closing hour
    4. Lates may not be taken in conjunction with an overnight absence. Students must sign in on a pink slip before signing out for a late.
  - b. Signing in: on green sheet in the Refectory
    1. Students must be signed in by 12:00 midnight.

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\* Each student will be responsible for the behavior of her guests and for informing them of the rules they are expected to observe while visiting the college.

HONOR SYSTEM

2. Dates may not come into the dormitories after the student has signed in.
  3. Any lateness on a late permission is a REPORTING offense.
  - c. General information concerning lates
    1. Quotas for lates
      - a. Seniors: unlimited
      - b. Juniors: 12 per semester
      - c. Sophomores: 10 per semester
      - d. Freshmen: 3 per semester
    2. Extended hours
      - a. Monday-Thursday: 12 midnight
      - b. Sunday: 12 midnight
      - c. No late permission given on Friday and Saturday
    3. Places lates may be taken on campus
      - a. Parlors: Meta Glass, Reid, Grammer, Dew (main parlor and E. B. Room), Randolph (small parlor), and Gray (must leave by 11 p.m.)
      - b. Date House
      - c. Boathouse and outdoor fireplace (registered party of not less than 4 people).
      - d. Outdoors within the dormitory quadrangle; also on the road in front of the Gym.
      - e. Any abuse of the late privilege is a reporting offense.
  3. Freshmen, only by special permission, may date during the week. Permission is requested from Jody Moore, Chairman of the Social Committee, or Virginia Williams, Chairman of the Judicial Board for dates who come from out of state.
- B. Information concerning Overnight Absences:
- Overnight absences must be planned in accordance with parental permissions on file in the Office of the Dean of Students and will be subject to the approval of the dean's staff. Students are responsible for all academic work missed by class absences.
1. Signing out: pink slips (each student must fill in her own slip.)  
A student's signature on the pink slip verifies that the information given is true and correct.

All non-seniors must have the permission of the Dean of Students.

2. ALL CHANGES OF ADDRESS MUST BE REPORTED TO THE RESIDENT COUNSELOR ON DUTY. THIS IS FOR YOUR PROTECTION IN CASE OF AN EMERGENCY. THE PHONE NUMBER IS 381-5100.
3. Signing in: pink slips in the Refectory. (Each student must sign in for herself.)  
Students must sign in by:  
Monday - Thursday 10:30 p.m.  
Friday, Saturday, Sunday 11:00 p.m.

4. Overnights allowed:

*Freshmen:*

- (a) 5 nights during the first semester; 7 nights during the second.
- (b) Freshmen may not be away overnight during the first six weeks of academic work with the one exception that they are allowed to take one of their present quota of overnight absences on either a Friday or Saturday night after the first 4 weeks of classes.
- (c) Not more than two consecutive nights of absence from the college are permitted unless a freshman has a credit ratio of 1.5 or above in the work of the first semester. In that case she may be away for three nights consecutively, and that not more than once.

*Sophomores:*

- (a) 9 nights during each semester.
- (b) Exception: In the second semester, Sophomores who have earned a cumulative credit ratio of 1.5 will be permitted to take overnight absences at their discretion.
- (c) Sophomores may not be away from the college more than 4 nights consecutively and that not more than once in a semester.

JUNIORS AND SENIORS MAY TAKE OVERNIGHT ABSENCES AT THEIR DISCRETION.

5. Only in cases of emergency or a late invitation should overnight permission be requested at other than the following specified

hours of the Dean of Students:

Wednesday and Thursday afternoons: 2-4:30 p.m.

Thursday morning: 9-12:30 p.m.

### VI. Social Affairs Off Campus

**A student must remember that she, in her behavior off campus as well as on, is a representative of the Sweet Briar community. Standards of conduct established by law and social custom lie at the basis of the following regulations.**

- A. Students may not accept invitations to men's rooms or apartments in Charlottesville or Lexington or in the Amherst-Lynchburg area unless they are in a group of not less than 3 people.
- B. Students may not enter private hotel or motel rooms in the Lynchburg-Amherst area or in Charlottesville or Lexington unless accompanied by their own or other students' parents. (Regulations A and B apply during Thanksgiving and Mid-year recesses also.)
- C. Students must return to the place where they are staying in Lexington and Charlottesville by 2:00 a.m. and must leave their dates at this time.

### **Any Lateness is a REPORTING offense.**

- D. On the following dance week ends in Charlottesville and Lexington, students must return to the place where they are staying by 3:00 a.m. on **Friday** and **Saturday** nights and must leave their dates at this time:

Openings	}	of the University of Virginia
Homecomings		
Mid-Winters		
Easters		
Openings	}	of Washington and Lee University
Homecomings		
Fancy Dress		
Spring Dances		

- E. For safety's sake and out of courtesy students are asked to report to their Charlottesville or Lexington hostess as soon as possible, preferably by going to the house or by telephoning if the former method is not feasible. The hour of 8:00 p.m. is the deadline for such reporting.

- F. Students may not go out in the morning before 7:00 a.m. when visiting in Charlottesville or Lexington.

## VII. MOTORING REGULATIONS\*

**Students are reminded at all times to allow ample time for returning to college, especially in bad weather.**

- A. Students may not drive from Sweet Briar to Charlottesville or Lexington or other points of comparable distance after 7:00 p.m.
- B. When returning to Sweet Briar:
1. Students are to leave the Charlottesville city limits not later than  $1\frac{1}{2}$  hours before the closing hour.
  2. Students are to leave the Lexington city limits not later than  $1\frac{1}{4}$  hours before the closing hour.
  3. If a late permission is taken in conjunction with a day trip to Charlottesville or Lexington:
    - a. Students are to leave the Charlottesville city limits  $1\frac{1}{2}$  hours before the termination of the late permission.
    - b. Students are to leave the Lexington city limits  $1\frac{1}{4}$  hours before the termination of the late permission.
- C. Change in transportation on:
1. Overnight absences must be reported
    - a. to the family, if the student is at a private home.
    - b. to the hostess, if the student is in Charlottesville or Lexington.
    - c. to the resident counselor on duty, if neither of the above applies.
  2. Non-overnight absences outside the Amherst-Lynchburg area must be reported to the resident counselor on duty.
- D. Student custody of automobiles:
1. General use of automobiles:

Only students in the Class of 1966 with full class standing and students in the Class of 1967 with full class standing and with a cumulative credit ratio of 1.5 may have cars on campus or in the vicinity of the college. (The cumulative credit ratio must be 1.5 for the second semester for a junior to retain the privilege.) This privilege is subject to regulations distributed to those eligible to have cars and is granted for 1965-66 subject to review by the faculty in the spring before

\*Subject to General Permission Blank, page 62.

extending the privilege another year. Under no other circumstances may a student maintain or have custody of an automobile, either her own or that of another person, while enrolled at Sweet Briar without special permission of the Dean of Students.

2. Temporary use of cars.

Students, other than senior-car and junior-car registrants, may have custody of another's car, but not that of a Sweet Briar student, under the following circumstances:

- a. That the purpose be for a designated trip beyond the Amherst-Lynchburg area.
- b. That permission be obtained from the Office of the Dean of Students *in advance* of the car's coming to the campus and registered promptly with the security Police Officers. (If a student is in Charlottesville or Lexington and wishes unanticipated permission to bring a car to Sweet Briar, she should telephone the Resident-Counselor-on-Duty for permission and should register the car immediately upon return with the Security Police Officers.)
- c. That there be at least one other passenger with a student driver.
- d. That the trip occur between 7 a.m. and the dark hour as posted on Gray bulletin board.
- e. That the car, while on campus, be parked in a parking lot designated by the Security Police.
- f. That the car be subject to a parking fee if at the college more than three days.

3. Car rental

In order to drive a rented automobile,

- a. Permission for the trip involved must be cleared with the Dean of Students in advance of arrangements with the rental service.
- b. Both driver and all passengers must have on file in the Office of the Dean of Students special parental permission for the trip involved.

4. *It is understood that*

- a. In order to operate an automobile, the student must be a licensed driver.
- b. Due precaution will be given to the number of passengers

in the automobile and to the observance of all traffic regulations.

5. Students may not ask to borrow an automobile owned by a faculty or staff member. They may drive such a car only when asked to do so for the convenience of the owner.
- E. All violations of the car regulations are handled by the Judicial Board.
- F. A student may motor within a 100 mile radius of the college. After dark she is urged to use the main highways.
- G. After dark students may be off the main highways for the purpose of picnics in groups of no less than four. Exception: Students may not, at any time, use the two fields directly behind Sweet Briar Station, Old Stage road or the Sweet Briar Station road.
- H. CAUTION: When picnicking at Crabtree Falls or a like place that is rugged, students are cautioned to allow sufficient time before dark to return to their automobiles.
- I. Information
  1. By request of the Commonwealth of Virginia: "Amherst Wayside, Route 60, East of Amherst, is closed to the public at 10:00 p.m. Trespassers will be prosecuted."
  2. Sweet Briar Station closes at 5:00 p.m.
  3. The Lynchburg-Amherst area is the area which extends 15 miles north, south, east, or west of Lynchburg, Amherst, and Sweet Briar.



## NOTES

## ACADEMIC RULINGS



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## Academic Rulings

*All students are expected to be familiar with the academic regulations and procedures given in this section which is taken from the Handbook of Faculty Rulings.\* Ignorance of the regulations will not be an acceptable excuse for failure to comply with them.*

### I. Registration

1. All students complete their registration at the opening of the academic year by the time designated in the schedule for the opening week.

Registration at the opening of the year consists of (1) signing a return card upon arrival; (2) paying the college fees; (3) enrolling for classes (new students and those returning after at least a semester of absence).

2. All students are expected to be present at the Convocation at the opening of the academic year. Rooms will not be held for students beyond the hour set for Convocation, unless satisfactory excuse has been presented to the Dean by letter or telegram before that time.

3. a.) Registration for classes by returning students is scheduled in the spring of the year, at a time designated by the Recorder. After the scheduled registration period, changes of program may be arranged until May 1 through a revised schedule card signed by the adviser or major professor. Thereafter a student may file a request for permission to revise her schedule with the Dean, accompanied by a fee of \$10.00. In exceptional cases and for compelling reasons only, the Dean may approve this request to revise a first semester program up to September 1, and a second semester program up to November 15. The Dean is empowered to waive the \$10.00 fee if, in her judgment, this is justified.

b) Students returning after a term of absence, and students entering with advanced standing register for classes during the Opening Week at the scheduled time.

c) Freshmen must submit their choice of courses to the Assistant Dean by July 15. During the Opening Week changes may be made on the basis of placement tests and achievement examinations,

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\* NOTE: Other faculty rulings will be found in the catalog of the college or in the Handbook of Faculty Rulings. The numbers in this handbook follow the numbers in the Handbook of Faculty Rulings.

and for other acceptable reasons, with the approval of the Assistant Dean or one of her aides.

4. For changes of schedule requested after the Opening Week:

a. Upper-class students must obtain, on the request form available in the Office of the Dean, written approval of the faculty adviser, the instructors concerned, and the Dean or Assistant Dean.

b. Freshmen must obtain the signed approval of the Assistant Dean or her assistant, and of the instructors concerned.

c. The change of schedule is not valid until the completed form is presented to the Recorder by the student.

5. Only in exceptional cases will a student be permitted to enter a course after the beginning of classes, and no such change may be made after the first two weeks of classes. The Dean has the power to modify the operation of this rule when the case of any student is, in her opinion, exceptional.

6. To drop a course the procedure to be followed is the same as for the addition of a course. No student will be permitted to drop any course later than four weeks from the beginning of classes, with the exception that for first semester freshmen the final date shall be eight weeks. The Dean is empowered by the Executive Committee to grant exceptions to this ruling if it is recommended by the College Physician for reasons of health.

7. a.) A student may register for a course with stated prerequisites only if she has met the requirements indicated. Prerequisites may be waived in the case of individual students with the consent of the Dean and the approval of the head of the department and the instructor concerned. This authority is delegated by the Executive Committee.

c) Permission to audit a course must be obtained from the instructor and approved by the Adviser and the Dean (on a request blank provided by the Dean's Office).

8. A student must obtain special permission from her faculty adviser and the Dean, and the approval of the College Physician, in order to carry more than seventeen hours of academic work, more than six different courses, or an extracurricular course. The schedule of academic work must include courses being audited.

9. A student may not carry less than twelve credit hours of academic work unless she is taking non-credit courses in music or art, in

which case she must carry at least nine credit hours. The Dean is empowered by the Executive Committee to grant exceptions to this ruling, with the approval of the adviser, and if the reason is one of health, with the recommendation of the College Physician.

## II. Graduation Requirements and Class Standing

1. In order to be eligible for a Sweet Briar degree, a student must have had a minimum residence of two academic years, one of which must be the final year.

2. To be eligible for graduation a student must complete a minimum of 120 semester hours of credit in addition to the physical education requirement.

3. Every student must have for graduation a minimum of 120 quality points and a credit ratio of at least 1 for her entire course.

Quality points and the credit ratio are computed as follows: For courses taken prior to the 1965-66 session each semester hour graded A counts 3 quality points; B, 2; C+, 1.5; C, 1; D, 0; F, —1. Thereafter quality points are to be counted as follows: A, 3; B, 2; C, 1; D, 0; F, —1. For every hour of plus add .3; for every hour of minus subtract .3. The credit ratio is the ratio of the total number of quality points to the total number of hours taken. These hours include courses which are reported incomplete, conditioned and failed. Hours of physical education are not included in computing the credit ratio. A credit ratio of 1 is equivalent to a C average.

4. Credit accepted on transfer or for summer school work does not affect the credit ratio at Sweet Briar.

5. A student transferring from another college or offering summer school work for credit is required to make for graduation a credit ratio of 1 upon the work pursued at Sweet Briar.

6. (a) Every student is required to have for graduation a major rating of at least 1. The major rating is defined as the credit ratio for all courses taken in the major subject exclusive of prerequisites.

The major rating in an interdepartmental major is defined as a credit ratio of at least 1 on the thirty-six hours presented by the individual student to fulfill the major requirement.

A student reading for honors must also have a major rating of at least 1 in order to graduate.

(b) Each student must pass a comprehensive examination as part of her major requirement. This examination is to be taken in

the final semester of work for the degree. There are three possible ratings—unsatisfactory, satisfactory and distinction, and these are not computed in the major rating. All grades for comprehensive examinations shall be sent to the Recorder's office, which shall notify the student whether she has passed or failed the examination.

7. A student shall be reported by the Dean to the Executive Committee at the end of the first semester of her senior year if her graduation seems doubtful.

8. For senior standing a student must have passed 88 semester hours of work, with 88 quality points and a cumulative credit ratio of 1, and must have met the requirements in Physical Education and in a foreign language.

9. For junior standing the requirements are: in the first semester 55 semester hours and 55 quality points; in the second semester 72 semester hours and 72 quality points.

10. For sophomore standing the requirements are: in the first semester 28 semester hours and 28 quality points; in the second semester 42 semester hours and 42 quality points.

11. A student who includes credits accepted on transfer or taken in summer school as part of the hours required for class standing must have a credit ratio of 1 on the work taken at Sweet Briar to obtain her class standing.

12. A student who is notably weak in her work will be put on probation, and if her work does not improve may be requested to withdraw from college. Every student on probation will be notified by the Dean, and reported to the faculty.

13. (a) A freshman whose work is wholly unsatisfactory in the first semester, or who has not achieved satisfactory work by the end of the year, will be ineligible to return to college.

(b) In all other cases any student who has not achieved satisfactory work after two consecutive semesters of probation, or after any three semesters of probation, will be ineligible to return to college. The Committee on Student Eligibility is empowered to modify the operation of this ruling in exceptional cases.

14. (a) A student who after eight semesters of work fails to meet the credit ratio or the major rating required for graduation, or who in the final year of this time has failed a course, may be permitted to return to college for one semester in the year following.



She is expected to carry a normal schedule of work and must have a credit ratio of 1 for her entire course, and a major rating of 1 in order to obtain her degree.

(b) If a student fails the comprehensive examination in her major, she is eligible for only one re-examination, which may not be taken before the following September. She must pass the comprehensive examination within the academic year after first taking it, in order to obtain her degree.

15. The student is herself responsible for fulfilling the requirements for graduation.

### **III. Advanced Standing and Summer Work**

1. Application for advanced credit at Sweet Briar, on the basis of work pursued elsewhere, must be made to the Dean, as chairman of the Committee on Advanced Standing. The Committee is empowered to approve transfer credit in accordance with policies approved by the Faculty.

2. Students wishing credit at Sweet Briar for summer school work should receive in advance, on cards provided by the Dean, written approval of the head of the department concerned and of the Dean. Only in exceptional cases will credit be otherwise granted.

3. Entering freshmen wishing credit for summer school work should notify the Assistant Dean not later than July 1 giving the courses which they wish to submit for credit. Transfer credit will be granted only for work taken after graduation from secondary school.

4. No transfer credit will be granted for work in which a grade below C has been obtained, whether taken in summer school or offered for advanced standing from another institution (including the Junior Year in France).

### **IV. Examinations and Grades**

1. All tests and examinations are given under the Honor System. The student's signature to any written work is regarded as a guarantee of honest work.

2. (a) General examinations are held twice a year. One or two days before each examination period are reserved for independent study and review. No assignments may be made for those days or for the free days within the examination period, with the following exceptions: (1) a student may make up work with faculty assist-

ance at the student's request; (2) the ruling does not apply to examinations under the Honors Plan of Study.

(b) Senior comprehensive examinations, are held in regular class rooms from 1:30 to 4:30 p.m. on two successive afternoons in May, the dates to be determined each year. Departments which give examinations of more than four hours and prefer to have them in one day, may extend the examination into the evening.

3. Any change in the scheduled hour of an examination must be made through the office of the Recorder.

4. Examinations must be terminated promptly at the end of the designated time.

5. An examination is given in each course at the end of each semester unless the department concerned decides upon some other means of testing.

6. (a) In courses which are indicated in the catalog by semester numbers which are connected with a hyphen, grades are recorded in the Recorder's Office both at mid-year and at the close of the year, but the latter represents the permanent grade for the course, unless a grade of F was given at mid-year. In that case the department concerned will judge whether the work of the first semester must be repeated and whether, if a passing grade is received during the second semester, that grade may be given to cover the entire year. If a student receives a grade of F at the end of the year, after having passed the work of the first semester, in reporting the grade the instructor should indicate whether both semesters or only the second semester must be repeated before a final grade may be given in the course.

(b) In courses which have the semester numbers separated by a comma, the grade shall be recorded by semesters.

7. In courses extending throughout the year which are numbered above 100, the final examination may, at the option of the instructor, be a three-hour examination, in order to include questions bearing upon the work of the first semester in its relation to the work of the second semester.

12. If a student is unable to take an examination or an hour test at the scheduled time because of illness, she shall report immediately to the Infirmary. The College Physician, in consultation with the instructor concerned, shall determine the time and place for a deferred examination or test. If a student is absent from a course examination for other reasons she must forfeit the credit for the

course unless she presents for such absence an explanation satisfactory to the instructor and the Dean. An absence from an hour test without an excuse satisfactory to the instructor and the Dean will result in an F for the test.

14. Grades are to be assigned with the following meaning: *A* indicates excellent work; *B*, very good; *C*, fair; *D*, poor but passing; *F*, a failure. Grades above *D* are called credit grades.

"Condition" indicates that in the judgment of the instructor, a student should be given an opportunity to present further evidence of her proficiency before receiving a final grade for a course because (a) after doing satisfactory work she has failed a final long paper or examination; or (b) her work, while not clearly indicating failure, is not of passing quality, yet a repetition of the course is not educationally desirable.

"Incomplete" indicates that a substantial piece of required work in a course has not been completed because of circumstances which merit an extension of time.

15. (a) "Failure" in a required course shall be removed by repeating the course in class within a year from the time incurred. Whenever a student fails to meet this requirement her case will be referred by the Dean to the Executive Committee.

(b) "Condition" incurred at the end of the first semester shall be removed before the Spring Vacation—unless a later date is designated by the instructor with the approval of the Dean and reported to the Recorder.

"Condition" incurred at the end of the second semester shall be removed within two weeks of the beginning of the following semester—unless a later date is designated by the instructor with the approval of the Dean and reported to the Recorder.

(c) "Incomplete" shall be removed within two weeks of the beginning of the following semester—unless a later date is designated by the instructor with the approval of the Dean and reported to the Recorder.

16. (a) If a student fails an elective course, she may either repeat the course or substitute for it some other course. She is to be guided in her decision by the recommendation of the instructor, the counsel of her adviser and the approval of the Dean.

(b) A failure in a required course must be removed by repeating the course in class. This may be done at Sweet Briar or at

another institution, subject to the approval of the Dean and the head of the department concerned.

If a student has twice failed a required course, the question as to whether she shall be permitted to remain in college shall be presented to the Committee on Student Eligibility.

(c) A failure in a course in physical education must be made up by repeating the course at Sweet Briar, unless the Department of Health and Physical Education prescribes some other method.

17. "Condition" may be removed (a) by passing a re-examination, or (b) by completing such work as will reveal the student's knowledge of the course, or (c) by repeating the course, if the student elects to do so. If the condition is to be removed by method (a) or (b) the instructor, in consultation with the Dean, shall determine:

- (1) the method by which the conditioned grade shall be removed
- (2) the date of the re-examination if method (a) is advised, or
- (3) the work required, and the date of completion, if method

(b) is followed.

When the student meets the requirement, the definitive grade shall be recorded. When the student fails to meet the requirement within the specified time, the grade of *F* shall be recorded.

When a student receives a "condition" on the first semester's work in a course which continues throughout the year, the department concerned determines whether the student shall have an opportunity to remove the "condition" within the specified period, or whether the student's grade at the end of the second semester shall be the final grade for the year-course, without special re-examination or completion of additional work on the work of the first semester.

A student who is ineligible to return to Sweet Briar and who has a "condition" shall be given an opportunity to remove the "condition" only by examination. She shall take the examination at the time indicated by the Faculty Rulings and her instructor, and shall take it here at this college.

"Incomplete" may be removed by completing the incomplete work of the course. When the student meets this requirement, the definitive grade shall be recorded. When the student fails to meet this requirement, within the specified time, the grade of *F* shall be recorded.

18. A student who receives notice of *failure, condition, or incomplete* should communicate promptly with the instructor concerned.

In the case of a condition, if the student chooses to remove it by repeating the course, she should at that time notify the instructor of her decision.

20. Students who have met the degree requirement in a foreign language by passing an achievement examination shall be reported to the Recorder by the department concerned.

21. All examinations on summer reading must be given within two weeks of the opening of college in September.

### **V. Absences from Academic Appointments**

2. If an instructor fails to meet his class without previous notice, the students shall remain in the classroom for ten minutes after the second bell has rung.

3. A student is expected to attend her classes regularly and to keep her other academic appointments. Responsibility for attendance rests with the student.

4. If at any time a student's work is unsatisfactory, the instructor may notify her faculty adviser.

5. All work missed shall be made up promptly, and in advance of the absence if it can be anticipated. Students must take full responsibility for making up work without the assistance of the instructor when the absence is an unexcused one. Students may, with the permission of the instructor, change from section to section in order to make up work. They may not do so in order to remove records of absence, nor to leave college early before a vacation or recess, or to return late therefrom.

6. Students must attend all scheduled classes and meet all academic appointments which fall on the two days preceding and the two days following a vacation or recess. An unexcused absence on these days will be regarded as a serious breach of the academic regulations. For any absence not excused in advance, a student must present an explanation in writing to the Dean within two days of her return to college. If she fails to do so, or if the explanation is unsatisfactory, an appropriate penalty shall be imposed by the Dean.

The return to campus after vacations and recesses is subject to the following regulations:

(a) *A student may not schedule an arrival by train, bus, car, or plane between closing hour and 6:00 a. m.*

(b) All excuses for absence from college after a vacation must be presented to the Dean by letter or telegram before the hour set for return to college. A late return will be excused only if a physician advises it or if due to some serious family condition. In case of illness, the student must present a physician's certificate and report to the college physician immediately on her return. In the second case she must present a letter of full explanation from her parent or guardian.

7. A student who is absent more than four weeks may re-enter classes only with the permission of the Dean, and only in exceptional cases will be permitted to carry a full schedule of courses.

### **VIII. Academic Advisers**

1. The Assistant Deans, aided at registration times by a small committee of faculty members, will counsel all freshmen and sophomores.

2. After a student has chosen her major field in the spring of the sophomore year, her work will be directed by her major professor.

### **XI. Miscellaneous**

5. A student in any department found to be deficient in English may be referred to the Department of English for special work in composition.

10. While an earlier deadline for the completion of term papers may be set by the instructor, the latest date permitted is one week before the end of classes in each semester.



## GENERAL INFORMATION

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# I. Directory of Hours

BANK HOURS	<i>Monday - Friday:</i>	9:00 a.m. - 12:15 p.m.
BOXWOOD INN		
	<i>Monday-Saturday:</i>	
	Breakfast	8:00 a.m. - 9:30 a.m.
	Coffee Hour	8:00 a.m. - 11:00 a.m.
	Luncheon	12:00 Noon - 1:15 p.m.
	Dinner	6:00 p.m. - 7:15 p.m.
	<i>Sunday</i>	
	Breakfast	9:00 a.m. - 10:30 a.m.
	Dinner	12:30 p.m. - 1:30 p.m.
	Supper	6:00 p.m. - 7:15 p.m.
DATE HOUSE	<i>Monday-Saturday:</i>	11:00 a.m. - 9:30 p.m.
	<i>Sunday:</i>	5:00 p.m. - 9:45 p.m.
DEAN OF STUDENTS, Office of		
	<i>Monday - Friday</i>	8:30 a.m. - 12:30 p.m.
		1:30 p.m. - 4:30 p.m.
	<i>Saturday</i>	8:30 a.m. - 12:30 p.m.
INFIRMARY HOURS	<i>Monday - Saturday:</i>	8:30 a.m. - 12:15 p.m.
	<i>Monday-Friday:</i>	4:00 p.m. - 5:00 p.m.*
	<i>Sundays and Holidays:</i>	9:30 a.m. - 10:00 a.m.
		5:45 p.m. - 6:15 p.m.*
*The physician is not at the Infirmary from 7:45 a.m.-8:30 a.m., or at the other starred times.		
LIBRARY HOURS	<i>Monday-Friday:</i>	8:00 a.m. - 12:30 p.m.
		1:30 p.m. - 5:30 p.m.
		7:30 p.m. - 10:00 p.m.
	<i>Saturday:</i>	8:30 a.m. - 12:30 p.m.
		1:30 p.m. - 5:30 p.m.
	<i>Sunday:</i>	2:30 p.m. - 5:30 p.m.
		7:30 p.m. - 10:00 p.m.
MEAL HOURS		
	<i>Monday-Saturday:</i>	
	Breakfast, Monday-Friday	7:15 a.m. - 8:00 a.m.
	Saturday	8:00 a.m.
	Lunch	12:40 p.m.
	Dinner	6:15 p.m.
	<i>Sunday:</i>	
	Breakfast, Regular breakfast	8:30 a.m.
	Light, late breakfast	9:00 a.m. - 10:00 a.m.
	Dinner	1:15 p.m.
	Supper	6:15 p.m.
VOCATIONAL GUIDANCE OFFICE		
	<i>Tuesday, Wednesday and Thursday</i>	9:00 a.m. - 12:30 p.m.
		1:30 p.m. - 4:30 p.m.

**GENERAL COLLEGE REGULATIONS AND INFORMATION****II. Required Meetings**

The presiding officer has the right to call roll at any time. A set penalty will be imposed by the Executive Board and enforced by the Judicial Board for any unexcused absence. Students are expected to attend:

- a. Convocations
- b. Student Government Meetings
- c. House Meetings
- d. Class Meetings

If a student is unable to attend a Convocation, she must see the Dean. If unable to attend a Student Government Meeting or a House Meeting, she must notify her House President before the meeting. If unable to attend a Class Meeting, she must notify her Class President.

**III. General Permission Blank**

A. Students must have parental permission for the following:

1. \_\_\_\_\_ general permission to motor with dates off campus.  
(YES OR NO)
2. \_\_\_\_\_ general permission to motor with dates between  
(YES OR NO) Charlottesville, Virginia, and Sweet Briar or Lexington, Virginia, and Sweet Briar, distances of approximately fifty miles over mountainous roads, between dusk and 1 a.m.
3. \_\_\_\_\_ general permission to motor off campus in an auto-  
(YES OR NO) mobile operated by another Sweet Briar student.
4. \_\_\_\_\_ general permission to operate an automobile owned by  
another, with or without the owner present:  
\_\_\_\_\_ a. for general use (having temporary custody of  
(YES OR NO) another's automobile).  
\_\_\_\_\_ b. in cases of emergency only.  
(YES OR NO)
5. \_\_\_\_\_ general permission to motor to distant points when on  
(YES OR NO) week-end absences or when leaving campus for a college vacation.

6. \_\_\_\_\_ general permission to use commercial airlines.  
(YES OR NO)
7. \_\_\_\_\_ general permission to visit men's colleges.  
(YES OR NO)
8. \_\_\_\_\_ general permission to stay overnight at a rooming house:  
\_\_\_\_\_ a. at ones, approved by the College, in Charlottesville  
(YES OR NO) and Lexington.  
\_\_\_\_\_ b. at ones in other men's college towns.  
(YES OR NO)
9. \_\_\_\_\_ general permission to stay at a hotel:  
\_\_\_\_\_ a. without a chaperon but with another girl or with a  
(YES OR NO) group of girls.  
\_\_\_\_\_ b. alone.  
(YES OR NO)
10. \_\_\_\_\_ general permission to stay at a motel:  
\_\_\_\_\_ a. without a chaperon but with another girl or with a  
(YES OR NO) group of girls.  
\_\_\_\_\_ b. alone.  
(YES OR NO)
11. \_\_\_\_\_ general permission to ski.  
(YES OR NO)
12. \_\_\_\_\_ general permission to attend beach parties.  
(YES OR NO)
- B. These permissions will be required for each separate occasion unless a general permission is filed in the office of the Dean of Students covering, for an individual student, the situations mentioned above.

#### **IV. House Regulations**

##### **A. *Quiet***

1. STUDENTS SHOULD BE REASONABLY QUIET AT ALL TIMES IN THE DORMITORIES OUT OF CONSIDERATION FOR OTHERS. PARTICULAR EMPHASIS SHALL BE GIVEN TO MAINTAINING QUIET
- a. in the dormitories on weekdays and Sundays from 7:30

p.m. to 7:15 a.m.; on Saturdays from closing hour to 10:00 a.m. Sunday. During class hours there shall be quiet in the dormitories in order that students may be able to study in their rooms. During the weeks of examinations, there shall be 24 hour quiet hour.

- b. within hearing distance of the chapel during chapel or church services.
2. Any student, as a member of the Association, shall have the right and shall be under obligation to protest against an unwarranted disturbance in the dormitories. In case of persistent disregard of the rights and comfort of others, she shall be expected to give the student or students creating disturbance a noise warning (s) in accordance with the system established in her dormitory.

B. *Visiting the dormitories.*

1. Overnight on Campus:

If staying overnight in any place on campus other than her own room (including the infirmary), a student must sign out in the Housebook giving full information.

2. Guests in the Dormitories.

Every overnight guest in the dormitories must be registered by her hostess with the Resident Counselor prior to arrival.

- a. No guests may stay in the dormitories more than two consecutive nights.
  - b. All guests must abide by the dormitory and campus regulations, as administered by the Student Government Association. It will be the responsibility of the student hostess to advise her guest of these regulations.
3. If a student wishes to take her father or her brother to her room, she should see that other girls on the hall are notified.

C. *Dormitory closing.*

Dormitories are locked between 12:30 a.m. and 1:00 a.m. Students are to be in the dormitories by this deadline. No student is to unlock or open an outside door already locked for the night.

## V. Dress Regulations

The dress regulations are based on a belief that a student shows respect to herself and to her college by the appearance she keeps both on and off the campus. It is assumed that a Sweet Briar girl will be neatly and suitably dressed at all times.

### A. Skirts *must* be worn:

1. To all academic and faculty appointments and in Fletcher, Babcock, Guion and Benedict during class and office hours.
2. To all meals.  
(Exception: Riding clothes are allowed at academic appointments and at breakfast and lunch.)
3. In the Eimly Bowen Room, in the Browsing Room and in all parlors.
4. In Boxwood Inn, in the Briar Patch Inn and in Amherst.

### B. Informal attire:

1. Bermuda length shorts, slacks, short skirts (1" above knee), and kilts may be worn to Saturday's breakfast, to late Sunday breakfast, and on campus except during the times and in the places cited in A. (Exception: Skirts must be worn to Saturday's breakfast on Parents' Weekend, May Day Weekend, and Commencement.)
2. All blue-jean type pants, including wheat jeans, must be COMPLETELY covered by a trench coat.
3. Muu-muus (gathered and flared type) and beach-type shifts are in the same category with bermudas and must be worn with a belt to meals and to academic appointments.

### C. Heels and stockings *must* be worn

1. To all evening lectures, concerts and plays.
2. To the Sunday noon meal.
3. In Lynchburg, unless in extreme bad weather.
4. In restaurants in the Lynchburg area.

### D. Hair in rollers is discouraged, but in case of necessity when hair is rolled up, pincurls and rollers must be COMPLETELY covered by a LARGE scarf. Scarves are not allowed at academic appointments or at meals.

### E. Some additional reminders — (1) no bare feet in public areas,

(2) no shirt-tails worn on the outside, (3) no sleep-wear worn to public functions in Grammer Commons and (4) no gym suits allowed in the library, at meals or at academic appointments even if covered by a skirt.

- F. Members of the Social Committee will take the initiative to remind students of violations.

## **VI. Campus Regulations**

- A. For safety reasons students and their guests are asked not to walk after dark in unlighted areas of the campus or on the main campus road from the highway, with the exception that one couple may walk on the highway to the Briar Patch Inn.

B. *Campus limits.*

Campus limits are defined as: the college gate on the highway, the college boundary on Elijah Road, the lake, the road to the monument above the dairy as far as the monument, and the A. A. Cabin via the direct route. See map of campus, inside back cover,

1. Students may not walk alone outside of campus limits except to the railroad station, and that only during the daylight hours.
2. All students may use the Outing Cabin, but only in accordance with the rules of the Athletic Association. (See page 86.)
3. After dark groups of four or more may use the boathouse in a registered party; the outdoor fireplace at the lake; and the picnic grounds. They must return to campus by the closing hour or the termination of a late permission.

C. *Bicycles.*

1. All bicycles must be registered with the Security Police Officers at which time instructions for the use and safety of the bicycle will be given.
2. At no time should a bicycle be parked on any portion of the campus roads or walkways.
3. Students are expected to park their bicycles in racks provided in designated areas.

D. *Taxis.*

For hired transportation beyond Amherst and Lynchburg, students are requested to consult the Dean of Students before hiring a car from any taxi agency other than the regular college taxi service. Phone number of Jordan's Taxi: 946-6001.



## VII. Dormitory Regulations

The Supervisor of Halls of Residence is Mrs. Richardson.

*Animals:* Animals may not be brought into the dormitories by students or kept there as pets. A fine of five dollars (\$5.00) is charged for violations.

*Attics:* Students are not permitted to go to the attics. If luggage is wanted from the attic, the request must be left in writing *before noon of the day* it is needed. The request may be left with the maid or with the janitor of the building.

*Beds:* Students are expected to make their beds by 10 a.m. daily.

*Decorating Rooms—Regulations:*

1. No thumb tacks, nails, screws, pins, stickers, tape of any kind, or paste of any description are to be attached to the walls, woodwork or furniture in the college buildings, either in student rooms or in public areas.
2. Pictures, mirrors, wall shelves, pin-up boards or pennants must be hung from the molding with the use of picture hooks and wire, which will be furnished by the college. A college carpenter will hang these for students according to a schedule in each dormitory.
3. Curtain rods and towel racks are college property and are supplied as permanent features of every room. Necessary adjustments will be made by the carpenters if requested.
4. Pin-up lamps are not permitted. The one and only exception: near double decker beds provided such lamps are put up by the college carpenter.
5. ANY VIOLATION OF THE ABOVE DECORATING RULES OR ANY DAMAGE, BEYOND NORMAL WEAR, WILL BE SUBJECT TO A MINIMUM FINE OF \$5.00 OR MORE IF THE COST OF REPAIR EXCEEDS THIS AMOUNT.

*Electrical Appliances:* No electrical appliances except radios, record players, hair dryers and heating pads up to a limit of 300 watts, may be used in student rooms. Hot plates, percolators, popcorn poppers, irons, water heating coils or other such appliances must be used only in the kitchenettes, laundries, or in the halls where a special outlet is provided. The use of these appliances in student rooms is a violation and subject to confiscation and/or a minimum fine of \$5.00.

*Food Storage:* Food not stored in kitchenette-refrigerators should

be kept in tin boxes or in screw-top jars. This requirement is the advice of the company conducting pest control in the college.

*Furniture:* Students' rooms are furnished with beds, chests-of-drawers, desks, bookcases and chairs. Each student should provide a pillow, towels, sheets, pillow-cases, blankets and mattress pad. Couch covers, curtains, desk lamps, easy chairs, etc., may be obtained in Lynchburg.

No furniture is to be moved from room to room, no E-Z-Do's or other cabinets placed in the dormitory corridors except by special permission from Mrs. Richardson.

*Mattress Pad:* A mattress pad must be furnished by every student; the pad is to be used from the beginning of the year. A fine of five dollars will be imposed for any offender or the cost of recovering the mattress if damaged.

*Rugs:* Rugs of any size will be permitted in student rooms. It must be understood that the owner must assume full responsibility for any rug. No help in the installation or removal of rugs may be requested from the college personnel. During the times of thorough cleaning, at Christmas and spring vacations, the rugs must be taken up. Since oversized rugs may not be stored at the college over the summer, the services of a dry cleaner should be enlisted for summer cleaning and storage. All rugs must be properly tagged with the cleaner's name and with the student's name and room number. All rugs must be called for on a designated day after the close of college and will be returned to the student's room in September. The College will not accept responsibility for an improperly tagged rug. This privilege is subject to removal by the College if abused.

*Window curtains:* Only full length curtains are allowed—no cafe curtains

*Summer Storage—Regulations:*

THE COLLEGE ASSUMES NO RESPONSIBILITY FOR DAMAGE OR LOSS OF ARTICLES LEFT IN STUDENT ROOMS TO BE MOVED OR STORED.

Property without shipping instructions attached, left for one year in a college house by a student after her final departure from college, either through withdrawal or graduation, will be disposed of by the College. *As college storage space is very limited, there will be a charge made for articles left longer than 3 months after the departure of the student.*

Please take home as many possessions as possible, and dispose of all unwanted possessions before the final rush.

1. Each student will be expected to attach a tag, with the name of the article being stored written on it, to every article she wishes to have stored. If the following instructions are carefully followed, there will be far less storage misplaced: WRITE ON THE STORAGE TAG ATTACHED TO EACH PIECE OF SUMMER STORAGE, AS WELL AS ON THE STUB KEPT, THE NAME OF THE ARTICLE STORED, AS, "TRUNK"; "BOX"; "LAMP."
2. *Trunks:* Trunks and furniture too heavy to be moved by students will be handled by the janitors — *if properly tagged*. Trunks cannot be stored in the dormitories (except for some in Dew and Meta Glass). STUDENTS SHOULD NOT LEAVE ANYTHING IN THEIR TRUNKS THAT MAY BE NEEDED DURING THE YEAR FOR NO STUDENT WILL HAVE ACCESS TO HER TRUNK AFTER IT HAS BEEN STORED.
3. *Boxes:* Uniform size storage boxes must be used by students for packing. These boxes are available by request at the Service Room of the Information Office, at a small charge. String may be purchased at the Book Shop.
4. *Packing:* Articles must be securely packed with no loose attachments. All items such as pillows, bed and table lamps, linens, typewriters and books must be packed in a box, tied securely, and tagged as directed above. In all cases the stub should be kept by the student as a receipt and for identification in claiming her storage in the fall. The tags may be obtained from the Information Office without charge.

Chair cushions must be firmly tied to the chair. No other articles may be packed in a chair.

Cartons will not be accepted for moving unless they are *securely* tied. The College will not be responsible for articles left to be shipped home that are not packed and addressed according to Railway Express regulations.

5. *Rugs and Blankets:* As the College has no moth-proof store-rooms, you are advised to send rugs and blankets home or to a laundry or dry cleaner for cleaning and storage.

6. Unmarked Articles: All UNMARKED STORAGE WILL BE TAKEN TO THE STORAGE BUILDING WHERE IT MAY BE REDEEMED THE FIRST WEEK OF COLLEGE. A \$5 FEE WILL BE CHARGED FOR EACH UNMARKED ARTICLE.
7. Sending Student Property During Summer Vacation: If requests to send belongings to students are received after the close of the College in June, they will be prepared for shipment and sent to the owner, *express collect*, during the months of June and September only. *Under no circumstances will packages be sent during the months of July and August.*

EVERY STUDENT IS EXPECTED TO CLEAR HER ROOM OF RUBBISH AND LEAVE IT IN ORDER AS IT WAS ON HER ARRIVAL IN SEPTEMBER.

*Trunk Storage:* Trunks cannot be stored in the dormitories (except for some in Dew and Meta Glass). STUDENTS ARE ASKED NOT TO LEAVE ANYTHING IN THEIR TRUNKS THAT MAY BE NEEDED DURING THE YEAR FOR NO STUDENT WILL HAVE ACCESS TO HER TRUNK AFTER IT HAS BEEN STORED.

## **VIII Extracurricular Activities**

### **A. Student Activities Fund**

#### **Financial Management of Student Organizations**

Section 1. To cover annual dues of the various student organizations of the college, and to support various other student enterprises, a Student Activities Fund has been created. By vote of the student body this fee of \$40 is to be paid by every student in the college. Checks should be made payable to the Student Activities Fund and deposited with the Treasurer of the Student Government Association by October 5.

Section 2. All organizations handling money shall maintain organization accounts in one of the local banks.

Section 3. Organization accounts shall be kept in books approved by the Finance Committee.

Section 4. Accounts of all organizations receiving money from the Student Activities Fund and those which handle considerable amounts of money shall be audited at least three times a year by the

Assistant Treasurer of the College, at the scheduled time agreed upon by the Treasurer of Student Government and the Assistant Treasurer of the College. These organizations shall file with the Assistant Treasurer of the College an annual report of the financial transactions at the end of the fiscal year, April 30.

### **B. Supervision**

1. An activity will be defined as any organized function which will consume time and energy outside a student's academic pursuits. All activities shall be supervised by the Vice-President of the Student Government Association, who shall consult regularly with the Dean's Staff and the College Physician.

2. Extracurricular activities shall be checked after the first six weeks of each semester and after mid-year examinations. Each student carrying several extracurricular activities who receives a warning or is otherwise deficient in her work shall be advised or compelled to limit her activities as the Chairman and the Dean's staff and College Physician see fit.

3. Students shall list their activities at the beginning of each term—the first being from the opening of college in the fall to the beginning of Christmas vacation, the second being from Christmas vacation to spring vacation, the third being from spring vacation until the close of college.

### **C. Eligibility**

1. The following regulations shall govern eligibility for student offices:

- a. Academic qualifications are defined by the Dean and Health qualifications by the College Physician.
- b. A student who is deficient in her academic work or who is not in good health is ineligible for any office.
- c. Information on academic eligibility for the various student offices is available in the office of the Student Government Association and in the Office of the Dean, and shall be posted at the time of nominations.

2. No member of the Executive Board, the Judicial Board, president or treasurer of any organization may hold any other office. No

member of the YWCA Cabinet may hold a group I or group II office. No member of the Executive Board or the Judicial Board may serve on Orientation.

3. The above regulations assume that a student has her class standing, a credit ratio of 1.1 or better for the preceding semester and that the maximum number of hours she is carrying is seventeen (17).

4. For any variation from 1, 2, 3 special permission must be obtained from the Vice-President of the Student Government Association, from the Dean's Staff, and the College Physician.

#### **D. Nominations**

Nominations for officers and names of candidates for membership in all clubs and organizations must be submitted to the Vice-President of the Student Government Association, the Dean's Staff, and the College Physician for approval before the election takes place.

#### **E. Hazing Regulations**

1. Hazing of any kind is expressly forbidden.
2. No fancy dress nor initiation costumes may be worn to the library or to any academic appointment.

#### **F. Secret Organizations**

All secret organizations are forbidden by order of the Board of Overseers of the College.

#### **G. Self-Help**

No student may engage in more than three (3) self-help activities. Application for such jobs must be made to and cleared through the Assistant Dean in Charge of Financial Aid.



## THE COLLEGE CALENDAR

The College Calendar is under the supervision of the Assistant Dean whose approval of each college or college-related event is requested on a Calendar Notice Blank (green sheet) presented directly to the Assistant Dean or her secretary. An important event, the plans for which are incomplete, may be tentatively listed by the Assistant Dean until a completed Calendar Notice Blank can be presented and approved. If an event includes a visiting speaker and/or requires food and preparation of the place of meeting, approval request blanks obtained with the Calendar Notice Blank must be filed in the indicated offices.

The Calendar Notice Blank is obtained from the Assistant Dean's secretary in whose office is a daily-corrected Wall Calendar of all approved events. Reading this calendar can prevent requesting approval of a conflicting event or can indicate the person to contact concerning possible arrangements which will resolve a conflict. *No event* may be scheduled during the Chapel period (Noon Tuesday and Friday) and no evening event conflicting with Choir Rehearsals may be scheduled until 8:30 p.m. Tuesday and Thursday.

The weekly mimeographed calendar is posted each Friday morning. All events listed on this calendar must be approved by the preceding Wednesday. All events which do not need to be listed must be approved at least 24 hours prior to the event.



### DEAN'S STAFF

#### DEAN (Fletcher)—BY APPOINTMENT

1. Academic counselor for junior and senior classes.
2. Admission with advanced standing.
3. All summer school work.
4. Withdrawal from college, readmission after withdrawal.

#### ASSISTANT DEANS (Fletcher)—BY APPOINTMENT

1. Academic counselor for freshmen and sophomores.
2. Academic eligibility for extracurricular activities.
3. Adviser to foreign students.
4. In charge of College Calendar.
5. Scholarships.
6. Loan fund.
7. Student employment.

### DEAN OF STUDENTS

#### Office Hours, Dew Dormitory:

Monday - Friday:	8:30 a.m. - 12:30 p.m.
	1:30 p.m. - 4:30 p.m.

Saturday:	8:30 a.m. - 12:30 p.m.
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*At other hours, day or night, call the Resident Counselor-on-Duty for an emergency.*

1. Rooming assignments.
2. All matters pertaining to social affairs.
3. All matters pertaining to extracurricular activities, except academic eligibility for such activities.

Hours for signing overnight permission slips; Dew Office:

During regular office hours: Wednesday afternoon and all day Thursday.

*At no other times except for late invitations and in cases of emergency.*

#### DIRECTOR OF VOCATIONAL GUIDANCE

Office Hours, Office of Vocational Guidance (Grammer):

Tuesday, Wednesday and Thursday: 9:00 a.m. to 12:30 p.m.  
1:30 p.m. to 4:30 p.m.

#### RESIDENT COUNSELORS

A member of the faculty or staff serves as Resident Counselor for each dormitory. The Resident Counselor represents the Dean of Students in the dormitory and stands ready to cooperate with the House President and other officials of the Student Government Association in the encouragement of congenial dormitory living. Early in the year she becomes personally acquainted with each girl in her dormitory and endeavors to help old and new students to become acquainted with each other. She is ready at all times to give counsel on any personal, social or academic problem about which a student wishes to consult her.

THERE WILL BE A RESIDENT-COUNSELOR-ON-DUTY EACH NIGHT IN THE WEEK AND OVER THE WEEKENDS TO GRANT OVERNIGHT AND SPECIAL PERMISSIONS, HANDLE EMERGENCIES, TAKE TELEPHONE CALLS AND RECEIVE TELEGRAMS THAT WOULD OTHERWISE GO TO THE DEAN OF STUDENTS. When calling or wiring the college during week nights and over weekends, students should place calls or send telegrams to the *Resident-Counselor-on-Duty*. The telephone operator in the Information Office at Sweet Briar will know the name of the person who is serving as *Resident-Counselor-on-Duty*. The call, therefore, should be placed person-to-person, *Resident-Counselor-on-Duty* at 381-5100.

Besides the Resident Counselors, others who are especially prepared to help students are the Dean of Students, the Dean and the Assistant Deans, the College Physician and the Consulting Psychiatrist, the Chaplain, the faculty advisers and the faculty sponsors of each class.

### THE MARY HELEN COCHRAN LIBRARY

No attempt is made here to give you a detailed introduction to the use of the library. However, you should find the brief description of the book collection and the summary of the regulations and privileges helpful during your first weeks.

One of the chief functions of the library staff is to help students find library material. You should never leave the library without locating the book or piece of information for which you came. The library assistant whom you will find at the desk will help you search if you are having difficulties.

Hours during vacations and holidays will be posted. The Reserve Rooms and the Study Gallery may be used for study until 1:00 a.m.

Library Hours are listed on page 61.

### General Conduct

Quiet in the library must be maintained at all times.

The person who signs the book cards is responsible for the safe and prompt return of all books issued to her.

Stack books and New Shelf books may be borrowed for 21 days and may be renewed. Reserve books and some reference books may be borrowed for overnight use only. Browsing Room books, periodicals, and most reference books do not circulate.

A student taking books from any area without signing for them at the Desk will be considered to be disregarding library regulations and she will be liable to Student Government discipline.

Information in regard to fines for late returns and charges for lost books will be provided each new student during her library tour.

Failure to pay fines makes a student liable to having library privileges suspended. This means that a student may not use the library in any way whatsoever until the fine is paid.

Books and periodicals are college property. Care should be taken at all times to handle them with respect. Many of the works that you will be using are out-of-print and therefore difficult and expensive to replace. **Never mark or underline a library book.** Snow and

rain are also injurious; be sure to protect library books in returning or taking them out during bad weather.

Personal belongings, books, notes, etc., must not be kept in the library. The cloakroom is reserved for this purpose.

Ink must not be used at the catalog, or when using reference books, or in the Browsing Room. Ink bottles must be kept in the cloakroom.

After reading the above you will have a fair understanding of the use of the library. Do not fail to ask the library assistants for any help you may need.

### **Book Collection**

The Mary Helen Cochran Library has in its collection approximately 116,000 volumes. The majority of these are shelved in the book stacks, but a certain number are shelved in other parts of the library.

**THE BOOK STACKS.** There are two floors of book stacks in the library. In the upper stacks, all books and periodicals with call numbers beginning with 800 (Literature) and 900 (History) are shelved. In the lower stacks are found the 000-600 books and periodicals with the exception of most of the volumes in the sciences which have been moved to the library in Guion.

**READING ROOM.** This is the main room and on its bookshelves are the Reference Books most frequently needed: dictionaries, encyclopedias, biographical dictionaries, indexing services, bibliographies, atlases, and the loan collection of FRESHMAN READINGS.

**RESERVE BOOKS.** Reserve books for required or supplementary reading are to be found in the Reserve Rooms on the second floor and behind the Loan Desk. Reserves may be used in either of the Reserve Rooms or in the Study Gallery.

**BROWSING ROOM.** This is an attractively furnished room which is reserved for recreational reading, not for studying. It contains 1,799 volumes, old titles and new. These books must be read in the room

itself and do not circulate. They are arranged by broad subjects—fiction, poetry, essays, plays, travel, etc.

**PERIODICAL ROOM.** The currently received periodicals number approximately 700. A list of these is posted on the bulletin board. The back issues of these periodicals are bound and shelved separately in the stacks. Periodicals may not be borrowed, but must be read in the Periodical Room, or if bound, in the stacks. Daily newspapers are also kept in this room.

The Periodical Room and Browsing Room are open during lunch and dinner as well as during the regular scheduled hours.

**UPPER HALL.** Books and periodicals on photography, riding, games, dance and theatre are shelved here.

**MUSIC COLLECTION.** Approximately 2,550 volumes of books and periodicals in the field of Music are kept in the Music Library of the Fine Arts Center, together with scores and recordings.

**ART COLLECTION.** 3,708 volumes of books and 449 volumes of periodicals in the field of Art are housed in the Art Library of the Fine Arts Center.

**EDUCATION LABORATORY LIBRARY (Kellogg Collection).** A small library of children's literature and reference materials primarily of interest to students in education is shelved on the ground floor of Benedict.

**SCIENCE LIBRARY.** All volumes of books and periodicals in the general field of science, with special emphasis on biology, chemistry, and physics, are kept in the Connie M. Guion Science Building.

### **THE SWEET BRIAR COLLEGE INFIRMARY**

For examinations or treatments requiring the attention of the physician come during the morning office hours.

**The physician is NOT at the Infirmary in the afternoon or evening unless called back for an emergency.**

A nurse is on duty during the afternoon office hours.

No visiting of patients at the Infirmary is allowed except by parents.

### THE REFECTORIES

*Meals in Rooms:* Upon written order of the College Physician, students who are ill or indisposed, may have trays in their rooms. The charge for this service is 25¢. Signed tray slips, together with the money, should be placed in boxes provided for this purpose in each dormitory, at least one-half hour before the meal bell rings.

**Food or beverages—except fresh fruit or cookies—may not be taken from the dining room at meal times.**

**MEAL TICKETS:** Visitors dining in the Refectories will buy meal tickets at the Service Room. The prices are:

Breakfast .....	\$ .85
Lunch .....	.85
Dinner .....	1.50
Picnics .....	.75
*Special Dinners .....	Special Prices

Meals are available *table d'hôte*, at the hours listed on page 61.

*Picnics:* During the fall and spring months the Refectories provide picnic lunches on Saturday and Sunday. Requests for these lunches must be made in writing in the dining rooms by one o'clock on Friday.

*Clubs and other Organizations* must order refreshments forty-eight hours in advance.

### THE BOXWOOD INN

Boxwood Inn has a limited number of rooms which provide cheerful and convenient housing for friends, dates, and families. Rates are in line with prevailing ones for such accommodations. All reservations should be made with the Management.

#### Boxwood Inn Tea Room

The Boxwood Inn has an attractive private dining room where meals are served daily. This is an ideal place to entertain parents and friends and to celebrate birthdays with steak dinners and home-made birthday cakes. Advance reservations for large parties are requested. No shorts or sports attire (except clean riding outfit) permitted.

Meal Hours are listed on page 61.

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\* Non-profit—but to cover cost.



### THE SNACK BAR

The Snack Bar, in a separate building, is equipped with a complete fountain. It provides sodas, sundaes, and other delicacies to tempt the appetite, as well as a variety of sandwiches, hamburgers, hot dogs, salads, soups, desserts, and other items for a lunch or light meal. Many items usually found at the corner drug store may be secured at the Snack Bar.

The Terrace and TV Room in the Date House, adjoining the Snack Bar, are always open to students and provide ideal places for moments of relaxation. The Snack Bar hours are listed on page 61.

The schedules of the Boxwood Inn and the Snack Bar are subject to change in the fall of 1965 by a new management.

### MISCELLANEOUS INFORMATION

**Alumnae Association:** The alumnae office is located in the Alumnae House. Mrs. Ernest M. Wood, Jr. (Elizabeth Bond, '34) is the Executive Secretary. While the principal business of this office is to act as the liaison between the college and the alumnae, to publish the *Alumnae Magazine*, to raise money for the college through the annual Alumnae Fund, and to maintain up-to-date address files for all alumnae, it also sells Sweet Briar china, glasses, and *The Story of Sweet Briar College*. Students are welcome at all times to come to the office for information about alumnae, to look at the bulletin board of current newspaper clippings, and to purchase merchandise.

**Book Shop:** The Book Shop is located on campus and provides a readily accessible source of textbooks, trade books, supplies, and gifts. All purchases during the opening week of college must be paid for by check or cash. After October 1 charges may be made and bills will be rendered bi-monthly. An unpaid bill of fifty dollars will automatically close an account to further charges.

**Buses** leave Sweet Briar bound for Lynchburg and Amherst on regular schedules. Bus schedules may be obtained upon arrival at College from the Information Office.

**Class Organization:** The first meeting of the Freshman Class is called by the Junior President, who is then President *pro tem* of the Freshmen until the election of their officers after six weeks.

**Communications:** The college may be reached by telegraph or tele-



phone, but calls will not be put through to the dormitory corridor phones, after 11:00 p.m., except in emergency. Telegrams are sent directly to Sweet Briar College. Money sent by wire can be received only at Lynchburg. There are telephones on each floor of the dormitories. For calls to Amherst there is a charge of ten cents (10¢) and to Lynchburg, fifteen cents (15¢).

**Community Meetings:** Community meetings for the discussion of problems affecting the entire community may be held on request and should be scheduled through the Assistant Dean and the Vice-President of Student Government. A meeting of this type is not required unless the word "required" precedes the announcement of the meeting. Students are upon their honor to attend a Required Community Meeting and also all Convocations.

**Food Sales:** Any group of students or any organization wishing to sell food or refreshments on the campus must secure permission in advance from the Dean of Students and College Physician.

**Laundry:** Every article sent to the college laundry must be marked with a NAME TAPE SEWED ON and each laundry bag must be accompanied by a laundry slip. The college will not be responsible for laundry lost if sent in another student's laundry. Pads of laundry slips are on sale at the Information Office, and laundry bags shall be of adequate size to contain all laundry. Students are allowed a maximum quota per person per week of laundry to be processed by the college. Any charge for excess laundry is to be paid at the Information Office by the student concerned. Laundry goes out at 7:30 a.m. on Monday from Gray, Carson, Dew and Meta Glass; on Tuesday from Reid and Grammer; and on Thursday from Manson and Randolph. Please put laundry list inside of the laundry bag and tie bag securely.

**Lockboxes:** Every student is expected to obtain, on the day of her arrival at Sweet Briar, a combination padlock for the lockbox provided in her closet. Locks may be purchased at the Book Shop on campus.

**Lost and Found:** This department is located in the Service Room in Gray. Lost articles not claimed at the end of a year will be disposed of by the college.

**Mails:** E. Carlyle Brown is Postmaster at Sweet Briar. The U. S. Post Office is located on the ground floor of the Manson dormitory. The

purchase of stamps and any other postal service is provided here. A complete mail schedule is posted in the post office lobby at all times. Each student is assigned a post office box for rent which is payable at the beginning of the college term. In addressing students' mail to Sweet Briar College, Sweet Briar, Virginia, 24595, parents and friends are asked please to use the students' box numbers. Failure to use the box number will cause a delay in receipt of mail.

**Plantings:** The plantings around the campus are for people to enjoy. Nothing—flowers, foliage, or other parts of plants, are to be picked. The East Dell is a natural area in which nothing is to be disturbed, EVER.

**Responsibility for Property:** Although the College endeavors to protect the property of its students in the same manner as its own, it will not be responsible for loss of any personal property of any student. Students are responsible for damage to College property not due to normal usage.

**Riding:** Horses may be engaged from the Sweet Briar stables by telephone. Riding tickets may be purchased in the Information Office. A riding permit from a student's parents or guardian must be filed with the Department of Physical Education before any girl may ride.

**Solicitors:** No off-campus solicitors are permitted in the dormitories. In case any such person is detected, notify *at once* the Security Police Officers or the Information Office, giving the location of and a description of the stranger.

**Transportation:** Cars meet all trains at the opening of college. Special arrangements can be made after that time for transportation to the train depots, bus station or airport.

**Trunks:** Trunks and bags should be checked to Sweet Briar, *not Lynchburg or Monroe*. Trunk checks should be left at the Service Room. Before trunks or packages will be picked up or delivered, one must get a delivery check from the Service Room; there will be a charge of fifty cents for delivery of trunks, and a charge of twenty-five cents for the delivery of suitcases and packages.

**Visitors:** Visitors may come to the Information Office where they will be directed to the parlors of the dormitories or to convenient places to meet their appointments.

## RELIGIOUS LIFE AND SERVICES

Sweet Briar is an independent college without denominational affiliation. The varied religious backgrounds of both faculty members and students enrich the whole life of the campus community. From its beginning, the college has regarded the cultivation of spiritual values as essential to true education, but the individual's participation in either the academic study of religion or the college worship services is entirely voluntary.

The religious life of the college is centered in the Sweet Briar Memorial Chapel. Now under construction, the chapel is scheduled to be ready for use by late autumn, 1965. Until that time services will be scheduled in the lecture hall of the new science building. Certain other services will be scheduled in the small parlor of the Meta Glass Dormitory. Individuals and groups may find a place for quiet withdrawal for prayer and meditation in the Cabin Chapel near Sweet Briar House. The Reverend Frank M. McClain is the college chaplain. He serves as well as Associate Professor in the Religion Department. His ministry is available to all members of the college community.

The regular Sunday services are held at 8:00 a.m. and 11:00 a.m. The 11:00 o'clock service follows an interdenominational pattern. The college chaplain normally is the preacher, although during the year, guest preachers from many religious traditions speak at this service. The Holy Communion is celebrated according to the use of the Book of Common Prayer on second Sundays. The 8:00 a.m. service on Sunday is regularly the Holy Communion.

Weekday chapel services are held on Tuesdays and Fridays at 12:00 o'clock. Members of the faculty, students, and occasionally guest ministers lead these services. There is no set form, each leader being responsible for the order of service which is used. For example, during the year there are Quaker meetings, religious plays and concerts, as well as more formal addresses.

Priests from the Father Judge Mission Seminary celebrate Mass every Sunday at Sweet Briar. Mass is also celebrated every Tuesday and the first Friday of each month at 6:45 a.m. Confessions are heard before each Mass.

The Young Women's Christian Association is the only organized religious group on campus. It sponsors certain worship services and provides an outlet for social service work in the local community and in Lynchburg. It maintains a relationship with the National Board of

the YWCA which extends its interests beyond the local scene into the whole world.

Students provide the membership of the choir, the Altar Guild, and serve on the joint faculty-student Church & Chapel Committee. This Committee is responsible for the direction and growth of the religious life of the college. It is concerned with the arrangement of the college worship services and it chooses philanthropic projects for which the church offerings shall be used.

Besides the annual Religious Emphasis Week, under the auspices of the YWCA, there are many occasions at meals or elsewhere, for informal discussion of religious questions with visiting clergymen, with the chaplain, or with other members of the faculty.

### **ORGANIZATIONS, COMMITTEES AND COLLEGE PUBLICATIONS**

#### **The Young Women's Christian Association of Sweet Briar College**

##### **Purpose**

The Sweet Briar Y.W.C.A. encourages all students of all faiths to join together in worship and service. They aim to fulfill the purpose of the National Y.W.C.A. "to unite in the desire to realize full and creative life through a growing knowledge of God, . . . to have a part in making this life possible for all people . . . and in this task to seek to understand Jesus and follow Him."

##### **Membership**

Any member of the Sweet Briar student body may be a member of the Y.W.C.A. New members will be inducted in the early fall. Although the purpose of this organization is ". . . to seek to understand Jesus and follow Him," people of all faiths are welcome. All Y.W.C.A. members meet together at monthly dinner meetings where they exchange news of their projects and have speakers or programs of special interest to the Association.

##### **The Cabinet**

The Cabinet is composed of the officers, the committee and project chairmen, two freshmen representatives, and an adviser. Cabinet meetings are held at least every other week; all members of the Association are invited to attend.

### Committees and Projects

In order to provide varied opportunities for service to others, the Sweet Briar Y.W.C.A. has a number of special projects. A member is expected to work on at least one project. A summary of them follows:

**Annual Religious Conference:** Each February the Y.W.C.A. invites an outstanding minister or theologian to lead the three day conference.

**Worship:** Members of the Y.W.C.A. lead dorm devotionals and Sunday evening vesper services.

**Phyllis Wheatley YWCA:** The Sweet Briar Y.W.C.A. has several meetings for projects and discussions each year with the predominantly Negro Y.W.C.A. in Lynchburg.

**Lynchburg Training School and Hospital:** Several afternoons a week Y members do volunteer work with the mental patients.

**Intercollegiate Discussion Group:** The group meets monthly with representatives from three area colleges. Subjects of intellectual interest are discussed at these informal gatherings.

**Christmas Party:** At Christmas the Y.W.C.A. gives a party for all the children of employees. The group also plans Y parties.

**Coolwell School:** Y members teach arts, crafts and games at this county Negro school. They work with school officials in planning the programs.

**Chatham and Ryan Old Folks' Homes:** The homes are visited periodically by Y members who often give cheerful singing parties.

**Publicity:** The publicity committee notifies Y members of meetings, parties, and activities.

### Other Features

The Y.W.C.A. has an office located on the ground floor of Dew dormitory. It has a growing library of devotional materials and books on religious topics which may be borrowed by members for study or reference.

### THE ATHLETIC ASSOCIATION

The great range and beauty of the Sweet Briar campus offer students the splendid opportunity to participate in a variety of sports. The purpose of all activities, whether organized or informal, is to promote



good health, individual skill, fun and relaxation through the guidance of the Athletic Association and the Department of Health and Physical Education. Every student is entitled to the use of all athletic property, such as tennis courts, hockey and lacrosse fields, and the boathouse. To those who show the most widespread interest and participation, the Athletic Association Executive Committee awards Sweet Briar seals, medals, and blazers, the policy for which is found in the Athletic Association constitution.

### **Executive Committee**

The Executive Board shall consist of the Executive officers (president, vice-president, secretary, treasurer), the heads of sports, dance and dormitory competition, and committee chairman (*ex-officio*).

### **Eligibility**

The Athletic Association constitution is in the process of being revised, particularly in the area of eligibility. A notice will be posted in the fall concerning any changes which are made.

### **Dormitory Competition**

Throughout the year, the members of the Student Body, divided according to residences, will compete for championship honors in athletics based on the final outcome of various team and individual sports. A dormitory council composed of appointed representatives from each residence will administer the competition and establish a point system whereby each year's winner will be determined. The Athletic Association trophy will be engraved and placed in the winning dormitory throughout the following year.

### **I. Outing**

There shall be a Council consisting of the Head of Outing, the assistant Head of Outing, Outing leaders and a representative of the Department of Physical Education. Outing leaders shall be formally appointed at any time during the year by the Head of Outing, the assistant Head of Outing, and a representative of the Department of Physical Education.

The Cabin is open to all students and members of the faculty and staff, and may be used at any time in accordance with the terms of the Athletic Association. See the A. A. Bulletin Board for detailed

rules, and the Cabin Calendar indicating "open" or "closed" Cabin.

Students may use the Cabin in the daytime accompanied by an Outing leader. Overnight groups must arrange such a trip with the Head of Outing, and abide by the Outing rules governing overnight stays in the Cabin.

Girls with dates may use the Cabin in the daytime when Open House is announced on the College Calendar; and for picnic lunches and suppers when accompanied by an Outing leader and provided they return to campus before dark.

No one is to drive beyond the green gate.

No one is to smoke in the woods or in the bunk room.

## II. Horseback Riding

1. **No student may go riding until a written permission from parent or guardian is filed in the office of the Department of Physical Education.**
2. There shall be a Riding Council whose duty it shall be to make, interpret, and enforce the rules for riding, subject to the laws of the Student Government Association, and the Athletic Association, to punish offenders, and to further the interests of riding at Sweet Briar. Riding Council shall be presided over by the Head of Riding, and consist of a representative of the Department of Physical Education, and the following:

*Jumping Leaders:* Students who are formally appointed during the college year by the Riding Council, and who may supervise students who have been approved for jumping, or jump themselves when accompanied by another person (or ride alone within B limits).

*Riding Leaders:* Students who are formally appointed during the college year by the Riding Council, and who may take C riders on or off B limits (or ride alone within B limits).

*A Riders:* Students who have been approved by Riding Council and who may take C riders off B limits with permission of the instructor or the Head of Riding (or ride alone within B limits).

3. The remaining students are classified as follows:

*B Riders:* Students who have passed a definite riding test and who may ride in groups of two without a riding leader off B



limits, or alone on B limits. B riders may not act as riding leaders for C riders.

*C Riders:* All girls who have not passed a riding test, and who may not ride without a riding leader.

4. B limits are defined by the Riding Council in consultation with the Department of Physical Education. No student may ride alone off B limits. No student may jump except with an instructor or jumping leader. Hard hats must be worn.
5. The Sweet Briar Honor Pledge covers all phases of life at Sweet Briar, including the rules for riding. Violations of the riding rules will be treated as follows:

*First offense:* Warning by Instructor and Student Head of Riding.

*Second offense:* Removal from rank (removal of B privileges).

*Third offense:* Loss of riding privileges for one year, payment not refundable.

6. Annual events sponsored by the Riding Council including fall and spring Horsemanship classes, horse shows, a point to point, hunter trials, fox hunting with neighboring hunts, and an annual riding clinic at which time Captain Vladimir Littauer is usually the guest instructor.

### III. Swimming, Boating and Canoeing

**No student may swim until a written permission from her parent or guardian is filed in the office of the Department of Physical Education. This permission blank is sent in the late summer to the parents.**

No student may swim unless accompanied by two authorized procurtors and at specified times.

There shall be a Lake Council, formally appointed each college year, presided over by the Head of Lake, and consisting of a representative of the Department of Physical Education and the life guards appointed by the Head of Lake.

No student may use the rowboats until she has passed the swimming test at Sweet Briar.

No student may take out a canoe until she has passed the canoe test. No student may go on the Lake in a canoe unless she has passed

the swimming test and is accompanied by one who has passed the canoe test. In order to use the canoes there must be at least two people using them at the same time.

All members of the Association and their guests may use the Boat-house in accordance with the Lake Regulations posted each year on the A. A. Bulletin Board. Failure to abide by the regulations may result in the loss of complete Boathouse privileges for the remainder of a student's undergraduate years at Sweet Briar.

By a ruling of the Board of Overseers, only members of the College Community and their house guests may use the Lake for swimming. All members of the Athletic Association who do swim at the lake must follow the regulations of the Lake Council and the Physical Education Department.

#### **IV. Dance**

The Sweet Briar Dance Group presents on-campus dance concerts and demonstrations. In recent years the Group has performed at the Lynchburg Fine Arts Center, Randolph-Macon Woman's College and annually at the College Dance Festival in Richmond. Open try-outs are held for all performances. Members are chosen on the basis of performance, technical ability and interest. Each member must serve as an apprentice to the Dance Group, but apprentices do not necessarily become members. New members can be announced after any performance in which they have participated.

The Dance Group also participates actively at Sweet Briar as demonstrators for technique classes and sponsors master classes with visiting dance artists such as Helen McGehee and José Limon.

#### **Aints and Asses**

Aints and Asses is the organization that sports a name one might call distinctively different and members one might call delightfully diverse. They are a small but happy group of clownish personalities who feel no restraint by propriety. They dress in manner unorthodox and behave in manner even more so.

Their duty and pleasure is to present parodies and "take-offs" of all Paint and Patches and other campus productions. Masters of burlesque, they perform their own versions of these plays on an unusual comedy level. Intermittently, the Asses turn their thoughts to blowing whistles, for it is their perpetual concern to prevent bestial students from trampling to death the newborn grass. All in all — they're all in fun.

### **Bum Chums**

"Hallelujah, I'm a Bum!" sung gaily, echoes through the halls of Sweet Briar the night of Spring Stepsinging as the Bum Chums tap their ten new members. In addition to an interest in furthering the Lynchburg-Amherst area relations with the college, the Bum Chums are chosen for their good spirit, interest, and general participation in the activities of the college.

The "notorious ten" throughout their junior year serve as useful members of the community, being active in various charity drives. They sponsor the Bloodmobile, are in charge of the coke machines, support St. Paul's mission, and keep the recreation room of the Date House clean and sponsor a child through the Save-the-Children-Foundation.

Not least among their projects are their famed parties, the Holiday Inns, the proceeds of which are sent to the Mission.

### **Chung Mung**

This upperclassman, honorary society is composed of thirteen outstanding juniors and seniors, known for their friendliness, cheerfulness, enthusiasm and general interest in Sweet Briar. Their many and varied activities range from weekly sales of goodies in the dorms to an annual booth at the Christmas Bazaar. It is characteristic of this group to constantly seek new areas of activity which will benefit the College; they are always coming to SBC with new ideas for new drives.

In the moments not occupied by such worthwhile pursuits the Chung Mungs must deal with the serious and sober-minded Tau Phi's, harassing and ruffling their intellectual demeanor. Whatever these ghostly thirteen do, they continue to remind us of the need of others and prove that giving need not be a sober affair. A familiar and integral element of Sweet Briar life is this fun-loving group who so gaily chant "Glory, glory, I'm a Chung Mung . . ."

### **Hispanic Society**

The Hispanic Society was organized by a group of enthusiastic students desirous of promoting interest in the Hispanic world: its cultural, political, and social aspects.

The members of the Society are students from all four classes who show interest in the purposes of the organization and who are willing to contribute to the fulfillment of those purposes. Membership is not restricted to Spanish-speaking students.

Through its projects, which consist of lectures, student discussions, films both educational and entertaining, and social gatherings with members of other Spanish clubs from neighboring colleges and universities, the members strive to increase community knowledge of the Hispanic world.

### **National Student Association**

The United States National Student Association is a confederation of college student bodies in every part of the country which are associated to give consideration to questions of mutual concern: student affairs, educational affairs, international affairs, and student government affairs.

Each student body is represented in the Association by its own elected student government and its NSA Committee. The USNSA is a non-partisan, non-sectarian, non-profit, student-run educational association.

Sweet Briar delegates attend the NSA Congress every summer as well as regional conferences during the fall and spring. The Sweet Briar NSA Committee sponsors events of student interest throughout the year, and promotes many services on campus, such as providing travel information and travel discounts for students.

### **Paint and Patches**

Paint and Patches, the Sweet Briar Dramatic Club, was organized for the purpose of creating and developing an active interest in all branches of drama and to promote a deeper knowledge of the technique of dramatic art.

P & P also attempts to provide entertainment for the entire community and to be of assistance in any theatrical undertaking on campus.

Eligibility for membership in Paint and Patches is determined by a system of grading which evaluates the work of all candidates. The many areas of the club include scenery design, properties, lights, make-up and costumes which provide opportunities for membership to those interested in various branches of the theatre.

### **Phi Beta Kappa**

In 1949, the United Chapters of Phi Beta Kappa granted a chapter of the society to Sweet Briar College. Election to membership depends not only on excellent academic record but on evidence of

broad cultural interests, scholarly achievement, and promise of intellectual growth.

The number of Seniors elected to Phi Beta Kappa rarely exceeds 10% of the class and may never exceed 15%. Although a limited number of Juniors may be considered for election, the election of Juniors is the exception rather than the rule.

### Q. V.

A girl who is chosen to be a Q.V. is not taking on a new job; she is continuing her interest and work for the class. The purpose of the Club is to bring together a group who share this same interest. The Q.V.'s goal, that of spirit and unity, is an intangible and challenging one for each new group to work toward meeting.

Every year at Spring Step Singing, the members of Q.V. are announced. The members of this club are sophomores who have worked during the year as a group and as individuals to further class spirit. It is felt that their work will be more effective if it is done quietly.

### The Sweet Briar Choir

The Choir is Sweet Briar's oldest student organization with a continuous tradition of over fifty years of service to the college. Its seventy-five members provide service music for the Sunday Church Service, music for special occasions and ceremonies, and several concerts a year, usually given with clubs from various men's colleges. Periodically the Choir takes trips to various cities or to the campuses of men's colleges for joint performances of major choral works.

In recent years it has presented Handel's *Messiah* with the Hampden-Sydney Glee Club, Bach's *Magnificat* with the Hamilton College Choir, Bruckner's *Mass in E Minor* with the Colgate University Glee Club, and Stravinsky's *Symphony of Psalms* with the Brown University Glee Club.

Admission is by audition and members admitted are expected to continue that membership for at least one year. A gold cross and chain are awarded for four full semesters of satisfactory service.

### The Sweet Tones

Thirteen girls from the Sophomore, Junior and Senior classes compose the Sweet Tones, Sweet Briar's only small independent singing



group specializing in interesting arrangements of popular music. Try-outs are held each spring and the following year, the group entertains for various social events on campus such as May Day and the Bum Chum Inns, Alumnae meetings, Board meetings, and for various organizations in the Lynchburg-Amherst area.

### **Tau Phi**

Tau Phi, Sweet Briar's upperclass honorary society, is composed of a limited number of juniors and seniors, who by their attitude have manifested an especial interest in furthering the ideals and traditions of Sweet Briar. Although members are chosen for many other qualities the importance of scholarship is recognized.

The purpose of Tau Phi is to stimulate interest in and to cooperate with student activity and to further the physical, spiritual and intellectual growth of the College. Throughout the year the society sponsors Sunday night lectures and panels given by Sweet Briar professors, in addition to book discussions. At Christmastime members pack baskets for the Sweet Briar Farm.

### **World Affairs Club**

The purpose of the World Affairs Club is to stimulate interest in and promote understanding of international politics and problems, as well as the life and culture of any other nations. It sponsors many sorts of discussion groups among its members, and many programs and speakers. Its members also attend many informative conferences at other colleges. It is affiliated with the American International Relations Clubs and the Collegiate Council for the United Nations. New members are taken in each fall.

### **Campus Chest Committee**

The Campus Chest Committee shall conduct the Annual Funds Drive. A joint student-faculty committee shall serve as a clearing house for all appeals for funds which shall come to the Student Body from sources both on and off campus. The entire committee shall allocate the funds raised during the Drive.

The Campus Chest Committee shall consist of: the Chairman of Campus Chest, the Treasurer of Campus Chest, the Secretary of Campus Chest, Representative of the International Students, Head of Campus Chest Publicity, Faculty Chairman of Campus Chest and four faculty members appointed by the President of the College.

The Chairman shall be elected in the spring by the Student Body. The Treasurer shall be elected in the spring by the entire Campus Chest Committee. The Chairman shall, in the fall, choose members of the student body to act as solicitors in the Campus Chest Drive and appoint the Secretary and Publicity Chairman.

### **Curriculum Committee**

The Curriculum Committee is organized for the purpose of representing the students and serving as a liaison between the faculty and the students on matters pertaining to the curriculum. The Committee serves as a medium of exchange for academic ideas and experiences of the faculty and students by meeting with the Committee on Instruction to present student suggestions for curriculum revision and to discuss aspects of the educational program. The Committee is composed of a representative from each of the Freshman and Sophomore classes and Junior and Senior representatives from the six major divisions of study: the Natural Sciences, Mathematics, and Psychology; Classical and Modern Languages; the Fine Arts; Social Studies; Philosophy, Religion, Sociology, and Education; English and American Studies. The representatives are nominated by their classmates and elected by the outgoing Committee.

### **Fire Department**

Through understanding and cooperation the campus fire department assists in the avoidance of all possible accidents.

Fire drills are held during the night, at lunch, during meetings, during class hours, and at other times during the day. They may be announced or unannounced fire drills or fire escape drills. These drills are designed to promote familiarity with exits and to insure proper training in case of an emergency. The assistants to the house presidents (those in charge of phone duty) will assist the president in clearing the floor. A faculty fire team also assists, and takes charge of the students once they have left the buildings.

### **Joint Council**

Joint Council is a group consisting of three faculty, three alumnae, three students, three Board members, and the President and the Dean of the college. This group meets once a year to discuss matters of mutual concern.



### **Student Development Fund**

The Student Development Fund, which has grown out of the former Auditorium Fund, is composed of representatives from each class. It is their job to devise means for raising the money which is allocated by an annual vote of the entire student body. Every person in the community is urged to help with the projects.

### **Vocational Guidance Committee**

The Vocational Guidance Committee is composed of five faculty and twenty student members, including representatives from each class. The work of the committee, coordinated by the Director of Vocational Guidance, includes making arrangements for representatives of professions and vocations who visit the campus for interviews, panel discussions and lectures. The Committee also handles publicity, writing of articles for the college newspaper, tabulating results of questionnaires and maintaining the bulletin board.

## **COLLEGE PUBLICATIONS**

### **The Brambler**

THE BRAMBLER is the college literary quarterly. By publishing poetry, prose, and drawings of fine quality contributed by the four classes and occasionally by the faculty, the BRAMBLER aims to stimulate creative writing at Sweet Briar and to bring varied and vital enjoyment to all readers.

### **The Briar Patch**

THE BRIAR PATCH, the Sweet Briar annual, is published each spring. In the pages of THE BRIAR PATCH the staff tries to give all aspects of college life, especially the outstanding events of that year, which will serve as a permanent record and reminder when the year is over.

### **The Key**

THE KEY is an illustrated booklet which presents an informal picture of life at Sweet Briar. It discusses some of the college traditions and customs as well as giving practical advice to incoming students.

### **Students' Handbook**

The aim of the STUDENTS' HANDBOOK is to acquaint students with the rules, activities and organizations of Sweet Briar and to introduce the honor system which governs every aspect of life here. The Handbook forms an important source of reference throughout the year. It

is published annually; a copy is sent to each freshman in the summer while upperclassmen receive copies upon return to the College in the fall.

### **The Sweet Briar News**

THE SWEET BRIAR NEWS is the weekly newspaper published by the students. It aims to give the students, faculty, and community reports of all the news which will be of interest to them. All students and especially freshmen whether they have had experience on school newspapers or not, are urged to try out for positions on the staff.

Parents are invited to subscribe and keep up with campus events.

### **SWEET BRIAR SONG**

Sweet Briar, Sweet Briar, flower fair,  
 The rose that on your crest you wear  
 Shall never fade, but always bear  
     Thy beauty, O Sweet Briar!  
 Sweet Briar, Sweet Briar, thy columns white  
 Shine on thy hills a beacon light  
 Of truth, to burn with radiance bright  
     Forever, O Sweet Briar!  
 Sweet Briar, Sweet Briar, we sing to thee.  
 May thy foundations ever be  
 Strong as thy hills, thy purity  
     That of thy rose, Sweet Briar!

### **CLASS SYMBOLS**

#### **The Class of 1966**

MOTTO: Ne obliviscamur.  
 COLORS: Green and black.  
 EMBLEM: Oak tree.

#### **The Class of 1968**

MOTTO: Factum non verbum.  
 COLORS: Purple and gold.  
 EMBLEM: Swan.

#### **The Class of 1967**

MOTTO: Spectamur agendo.  
 COLORS: Delph blue and black.  
 EMBLEM: Lion.

#### **The Class of 1969**

MOTTO: Honor ante honores.  
 COLORS: Peacock blue and green.  
 EMBLEM: Peacock.

## DIRECTORY OF STUDENT OFFICERS

### AINTS AND ASSES

*President* ..... LAURIE SAUNDERS

### ATHLETIC ASSOCIATION

*President* ..... LAURIE ROGERS

*Secretary* ..... TERRY FENTRESS

*Treasurer* ..... JILL BERGUIDO

### Heads of Sports

*Basketball* ..... SUSAN SUDDUTH

*Cabin* ..... TO BE ELECTED

*Dance* ..... MOLLY TROMBLY

*Games* ..... TO BE ELECTED

*Hockey* ..... BARBIE TILLMAN

*Lacrosse* ..... ANNE MERCER

*Lake* ..... KATIE HEMPHILL

*Riding* ..... PEGGY SCHULTZ

*Tennis* ..... PENN WILLETS

### BRAMBLER

*Editor* ..... SHELLY TURNER

*Business Manager* ..... ANDREA PEARSON

### BRIAR PATCH

*Editor* ..... SHELLEY TURNER

*Business Manager* ..... JANE TAYLOR

### BUM CHUMS

*President* ..... TO BE ELECTED

### CAMPUS CHEST COMMITTEE

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*Treasurer* ..... DIXIE ANN THOMPSON

### CHOIR

*Head* ..... PENNY WINFREE

*Manager* ..... BROOKE TUCKER

*Treasurer* ..... TO BE ELECTED

### CHUNG MUNG

*President* ..... JUDY WILSON

### CLASS OFFICERS

1966

*President* ..... MARY ANNE CALHOUN

*Vice-President* ..... JUDY WILSON

*Secretary* ..... CATHIE IREYS

*Treasurer* ..... GRACIE BUTLER

1967

*President* ..... MARY BELL

*Vice-President* ..... BONNIE JACKSON

*Secretary* ..... MARTHA MEEHAN

*Treasurer* ..... JOAN MCCLURE

1968

*President* ..... ANN PETERSON

*Vice-President* ..... CELIA NEWBERG

*Secretary* ..... ADALINE ALLEN

### FIRE PROTECTION

*Fire Chief* ..... TO BE ELECTED

### HOUSE PRESIDENTS

*Carson* ..... MARION MACRAE

*Dew* ..... NANCY CONKLE

*Grammer* ..... KATE CONDAX

*Gray* ..... MARGO LANGENBERG

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*Meta Glass* ..... FRANCES KIRVEN

*Randolph* ..... PATTY THORNHILL

*Reid* ..... BETH GAWTHROP

### JOINT COUNCIL REPRESENTATIVES

TO BE ELECTED

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*Vice-Chairman* ..... CORKY STEVENSON

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<i>Senior Representatives</i> .....	{ TIA CAMPBELL
	{ MARGUERITE MCKEE
	{ CORKY STEVENSON
<i>Junior Representatives</i> .....	{ JUDY HASKELL
	{ HALLAM HURT
	{ RUTHIE MARSHALL
<i>Sophomore Representatives</i> .....	{ TRINA JENSEN
	{ CAMILLA REID
	{ BARRIE TRIMINGHAM

### THE KEY

*Editor* ..... BETTY BOOKER

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*President* ..... SUSIE MOORMAN  
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*Secretary* ..... TOOTS DALTON  
*Treasurer* ..... PENNY STEKETEE

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*Treasurer* ..... MARY LINDSAY SMITH

### STUDENT DEVELOPMENT FUND

*Chairman* ..... WICK NALLE

### Students' Handbook

*Editor* ..... BETTY BOOKER  
*Business Manager* ..... CHARLOTTE MOORE

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*Vice-President* ..... PEARL RIGGAN  
*Secretary* ..... MARGARET WILLIAMS  
*Treasurer* ..... SALLY TWEDELL

### SWEET TONES

*Head* ..... BETH GAWTHROP

### TAU PHI

*President* ..... RANDI MILES

### VOCATIONAL GUIDANCE COMMITTEE

*Chairman* ..... SALLY HASKELL

*Secretary* ..... PEMMIE REED

### WORLD AFFAIRS CLUB

*President* ..... MARTHA MADDEN

*Vice-President* ..... TO BE ELECTED

*Secretary* ..... MARGOT BROWN

*Treasurer* ..... BRITTON HASSELL

### YOUNG DEMOCRATS

*President* ..... KAT BARNHARDT

### YOUNG REPUBLICANS

*President* ..... TO BE ELECTED

### Y. W. C. A.

*President* ..... PEGGY PITTMAN

*Vice-President* ..... PENN WILLETS

*Secretary* ..... LINDA GRIZZARD

*Treasurer* ..... JANE NELSON

### Committee and Project Chairmen

*Annual Religious Conference* ..... BAIRD SHINBERGER

*Chatham and Ryan Old Folks' Homes* ..... TO BE ELECTED

*Christmas Party for employees' children* ..... PAM MCCONNELL

*Coolwell* ..... WENDY MONTGOMERY

*Intercollegiate Discussion Group* ..... BOBO COVINGTON

*Lynchburg Training School and Hospital* ..... PAT NEITHOLD

*Phyllis Wheatley Y.W.C.A.* ..... HELEN BUTLER

*Publicity* ..... BRITTON HASSELL

*Worship* ..... CATHY PORTER

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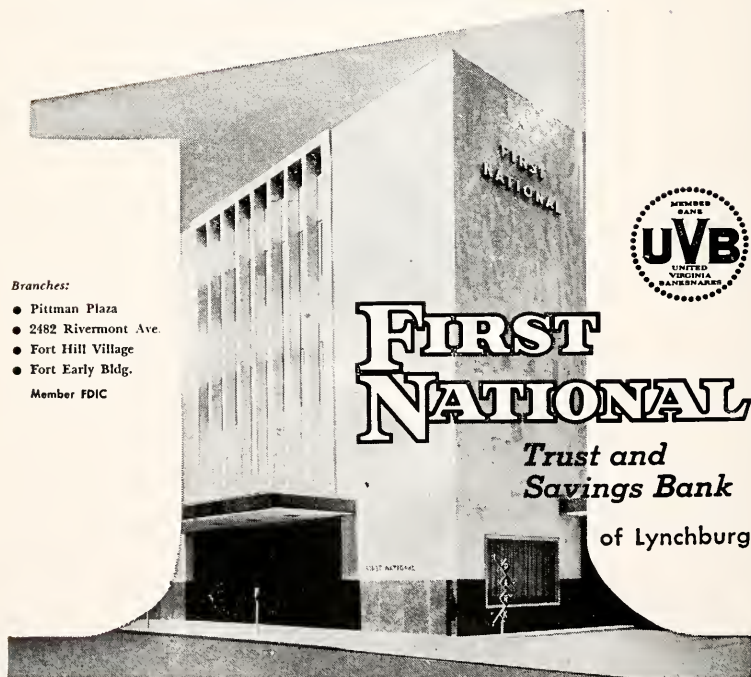
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